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ABSTRACT

This document describes phase 1 of the Automated Affirmative Action System (AAAS) of the Tuskegee Institute, which was designed to organize an inventory of any patterns of job classification and assignment identifiable by sex or minority group; any job classification or organizational unit where women and minorities are not employed or are underutilized; and any patterns of difference in rate of pay, status, type of appointment, termination, or rates of advancement within job classifications or organizational units that are identifiable by sex or minority group. A rationale and narrative of the system rudiments are provided in the system description segment of this report. The program description section yields flow diagrams and computer program listings that generate the reports to institutional management. Subsequent section of this report yield sample outpnt reports, punched card and magnetic tape file layouts, and the operating instructions for the system. (MJM)

AAAS

Automated Affirmative Action System

General Description

Phase I

U S DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
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June 30, 1974

HE 005 905

MANAGEMENT INFORMATION SYSTEMS

INSTITUTE FOR SERVICES TO EDUCATION, INC.
2001 S Street N.W., Washington, D.C. 20009

A TACTICS PROGRAM

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INTRODUCTION

One of the mandates of the Management Information Systems (MIS) program of TACTICS is the development of information handling systems which assist institutions of higher education in improving the information which informs the decision makers at the executive level in the institution. This Automated Affirmative Action System (AAAS) manual represents the documentation of the first phase of such a system developed for the Tuskegee Institute in Tuskegee, Alabama.

The systems analysis staff of Mr. Matthew Ward, director of Operations Analysis and Research, and Mr. R. C. White, director of Data Processing, both at Tuskegee together with selected MIS program consultants (Willaim D. Duncan, Patrick Reilly and David Aldworth) were utilized in developing this system. We should point out here that this manual represents only the first phase documentation of a two phase system. We are projecting a December 31, 1974 deadline for the completion and documented version of phase II, if indeed there remain program funds to support the effort.

In the System Description section which follows this section the rationale and narrative of the system rudiments is provided.

The Program Description section yields flow diagrams and computer program listings which generate the reports to institutional management. The IBM System 3 model 10 is the computer configuration utilized by this system along with the programming language RPG II.

Subsequent sections of this report yield sample output reports, punched card and magnetic tape file layouts, and the operating

instructions for the system. Copies of the source deck listing for the initial program loading together with the Operator Control Language Cards may be secured by writing to the MIS office in Washington, D.C.

The final section of the manual - Appendix A - provides a photostat of the HEGIS (Higher Education General Information Survey) Taxonomy utilized by the initial computer programming file structure (see program 2).

We would be the first to admit that a more comprehensive and complex systems may be developed for higher education Affirmative Action programs. However, we are confident that few institutions will need much more data analysis to determine if they are in compliance with federal regulations than this system will provide. Beyond affirmative action, this system has the potential for providing more up-to-date information on the status of institution personnel not only by ethnic origins but also by level of experience, tenure, and personal interest outside the education environment.

We welcome any suggestions which the user may have after examining this documentation.

James A. Welch

SYSTEM DESCRIPTION

The Automated Affirmative Action System is designed to aid the Tuskegee Institute in meeting the requirements imposed by the EEOC (Equal Employment Opportunity Commission) and to enhance the knowledge of collegiate officials with respect to the sex/race balance of Institute personnel.

The Office of Civil Rights (OCR) of the Department of Health, Education, and Welfare requires that all educational institutions receiving Federal funds establish an effective affirmative action program to insure the institutions' compliance with Executive Orders concerning equal employment opportunities.

With respect to data gathering and analysis, OCR's guidelines state, in part:

> "A necessary prerequisite to the development of a meaningful affirmative action program is the identification and analysis of problem areas inherent in minority and female employment, and an evaluation of the opportunities for utilization of minorities and women in the contractor's work-force.
>
> "The first step in the contractor's analysis of his work-force is to determine where policies and practices have had the effect of denying equal employment opportunity and benefits to certain groups of persons on a discriminatory basis. This will necessitate the development of a comprehensive inventory of all employees.
>
> "An employer must then organize this inventory so as to determine:
>
> 1. any patterns of job classification and assignment identifiable by sex or minority group;
>
> 2. any job classification or organizational unit where women and minorities are not employed or are underutilized; and
>
> 3. any patterns of difference in rate of pay, status, type of appointment, termination, or rates of advancement within job classifications or organizational units which are identifiable by sex or minority group."

Recognizing the need for comprehensive and responsive information both at the detail and managerial levels, the Tuskegee Institute decided to automate as much as possible a total personnel information system from which the Institute could extract data to satisfy the reporting requirements of OCR. The initial data gathering was done by conducting a survey of existing personnel as of 1972. A comprehensive survey form was distributed to all personnel to gather the required information. This survey form is presented and explained in Appendix A.

The Automated Affirmative Action System, when fully developed and installed, will provide the following outputs:

A) Analysis

A workforce analysis of existing personnel will be made. This has already been accomplished as Phase I of a time-phased system. The methodology is described in this document.

B) Analysis of the Relevant Work Area Labor Force

Analysis of the potentially available workforce will be accomplished in Phase II of the effort. Data will be manually entered into the system. For staff, the survey will consider all qualified workers living within twenty miles of the Institute. The census for potential faculty members will be nationwide.

C) Establishment of Short-Term and Long-Range Goals

Operation of the system will indicate needs for short-term and long-range goals for hiring and promotion of minorities and women. These will be established through a coordinated effort by the executive branch, the affirmative action officer, and the affirmative action committee of the Institute, then entered into the system.

D. Monitoring Conformance

Conformance to the affirmative action program, including progress toward achievement of goals, will be monitored automatically by the Phase II element of the System.

Efficient implementation of that overall system has required a two-phased development. Phase I provides the workforce analysis and is the system described herein. Phase II will provide the other outputs as described above, and is scheduled for implementation in the near future.

The objective of Phase I is to produce four reports describing the characteristics of the workforce with respect to sex and minorities. These are:

A) By department, a list of each job classification in descending order (e.g., professor, associate professor, secretary 1, secretary 2, etc.) showing

the numbers by sex for each racial and ethnic group, as well as cumulative figures for minorities and for females generally.

B) By job classification, within the entire institution, showing the numbers by sex for each ethnic group, as well as cumulative figures for minorities and for females generally.

C) By department, the mean salary in each job classification by sex for each racial and ethnic group.

D) By job classification, across department lines, the mean salary in each classification by sex for each racial and ethnic group.

The data from which these reports are generated are in the staff/faculty personnel files. However, experience indicates that such files are often not up-to-date. It is felt that it is wise to supplement the data on the personnel files by comparing them to the monthly payroll transactions and budget files, the former indicating who was actually paid (and therefore employed) by the institution in a given period, and the latter giving salient information (duplicating, to some extent, the personnel files) on each employee. Both these files exist on discs. It is recognized that the payroll data might be misleading, particularly in the summer months, in that some

faculty members are paid on a 9-month basis. A comparison between the payroll file and the tenure status in the budget file should provide an accurate workforce census.

There remains the necessity for recognizing changes in status (promotions, pay increases, etc.) of the existing faculty and staff as well as additions to and deletions from them. It is felt that an up-date system involving the preparation of a file of punched cards for each such change will be an effective and feasible means of entering them into the system.

Job classification, symbolized by HEGIS codes, is a major item in each required report. Although these classifications are entered in the staff/faculty files and updates, it is considered desirable to check their accuracy through generation of and comparison with the HEGIS file, which also assists in report generation.

The design philosophy has been to merge and make comparisons among these five files (Staff/Faculty Update, Payroll Transactions Budget Master, Old Staff/Faculty Master, and HEGIS) and update as necessary to produce a current Staff/Faculty Master from which the four required reports may be derived. The flowchart of the resulting system is shown in Figure 1.

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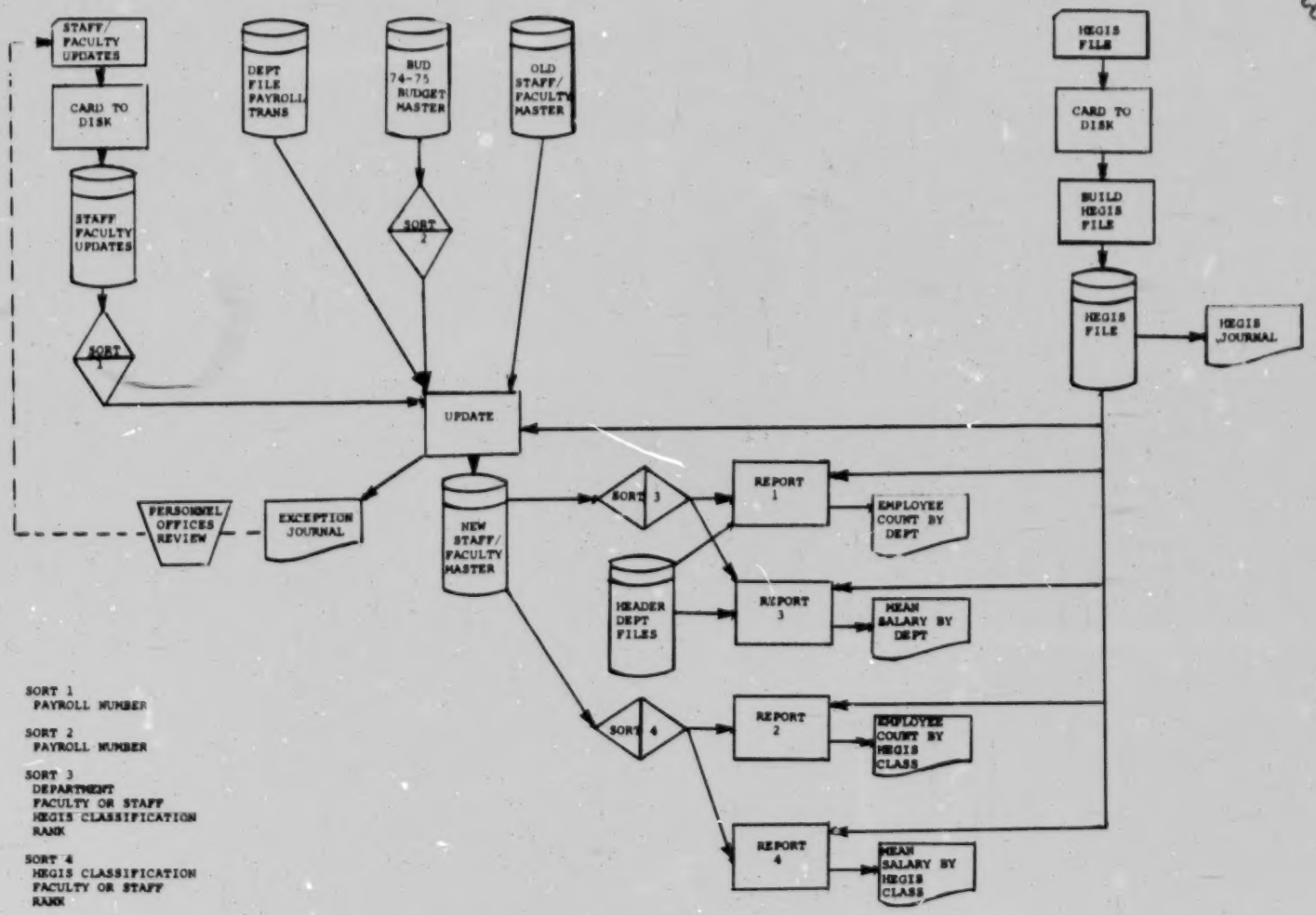

FIG. 1 SYSTEM FLOWCHART

PROGRAM DESCRIPTION

This section yields a flow diagram of the total system (opposite page 6) and each program within the system. The computer listings are included together with a description of the processing steps to be taken.

Program 1 and 1A

Processing Description: Referencing the schedule on page 103 both programs 1 and 1A are IBM supplied utility programs. The Job Control Language (JCL) together with 80/80 listings for program 1 may be secured by writing to the MIS office. Program 1A is an IBM sort routine, commonly referred to as DSORT, which is a disc sort for the data read in from cards.

Input: Program 1 - punched cards
Program 2 - punched cards to Disc

Output: Program 2 - Disc file

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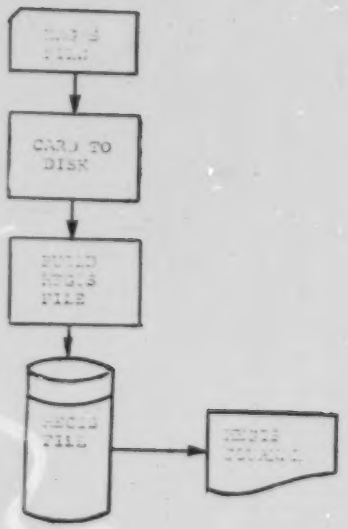

HEGIS FLOW

Program 2 - Build HEGIS File

Processing Description: The HEGIS file of codes and corresponding descriptions is maintained as an offline card file. The cards are loaded to disk and sorted on HEGIS code. From this disk file, a file, indexed by HEGIS code, is constructed. A journal is produced for a record of the HEGIS codes being used for the current processing; any duplicates found will be indicated on the journal.

Input: HEGIS File
Medium - Disk
Sequence - Ascending

Outputs: A. HEGIS File
Medium - Disk
Record Key - HEGIS Number
Sequence - Ascending

B. HEGIS Journal
Medium - Printer
Record Key - HEGIS Number
Sequence - Ascending

Program:

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```
SYSTEM/3 MODEL 10 DISK        RPG II  VERSION 10, MODIFICATION LEVEL 00

          H0160  12                                  11

          F* LOAD SORTED JOB PREFACE CARDS TO ISAM DISK FILE
          F*        AND CHECK FOR DUPLICATES
0001      FDISKIN  IPEAT  CA  CA                     DISK45
0002      FDISKOUT O   F   3C  3C  0AAI       3 DISK45                              U
0003      FDUPLNTES O  F  132 132      OF       3 PRINTER
          I*
          I* JOB PREFACE MASTER FILE
          I*
0004      IDISKIN  AA  01
0005      I                                                  1  40JOBNUMBLI        C2
0006      I                                                  1  20 JOBDATA
0007      I                                                  C  20 JOBDESC
0008      I                                                  CC  CC JOBDNC
0009      C                 TESTJOB     ADD  1               TESTJOB  20
0010      C                             SETON                                     LR
          C* CHECK FOR DUPLICATES
0011      C                 JOBNUM      FIND DISKIN                                    C2
0012      C                             ADD  JOBNUM          DUPJOB   10
0013      C   C2                                                                    LR
0014      CCN C2                        SETON                                      LR
0015      C                             SETOF                                      0202
0016      C   N02           TESTJOB     ADD  1               TESTJOB  20
0017      C   N02           TESTJOB     ADD  1               TESTJOB  20

0018      DISKOUT T         AA02
0019      O                                                  2 'JOB'
0020      O                                    JOBNUM        C
0021      O                                    JOBDESC       30
0022      OPRINTER H 0201   1P
0023      O                                                  'AAAA2200'
0024      O                                                  'THE TUSKEGEE INSTITUTE'
0025      O                                                  'TEST'
0026      O                                    DUPJOB        10
0027      OPRINTER H 0201   1P
0028      O                                                  'JOB PREFACE FILE'
0029      O                                                  'DUPLICATES'
0030      OPRINTER D 01     1
0031      O                 JOBNUM           C
0032      O                 JOBDESC          30
0033      OPRINTER T        LR               2P
0034      O                                                  'NO DUPLICATES'
0035      O                 DUPJOB           10
0036      O                                                  'DUPLICATES'
```

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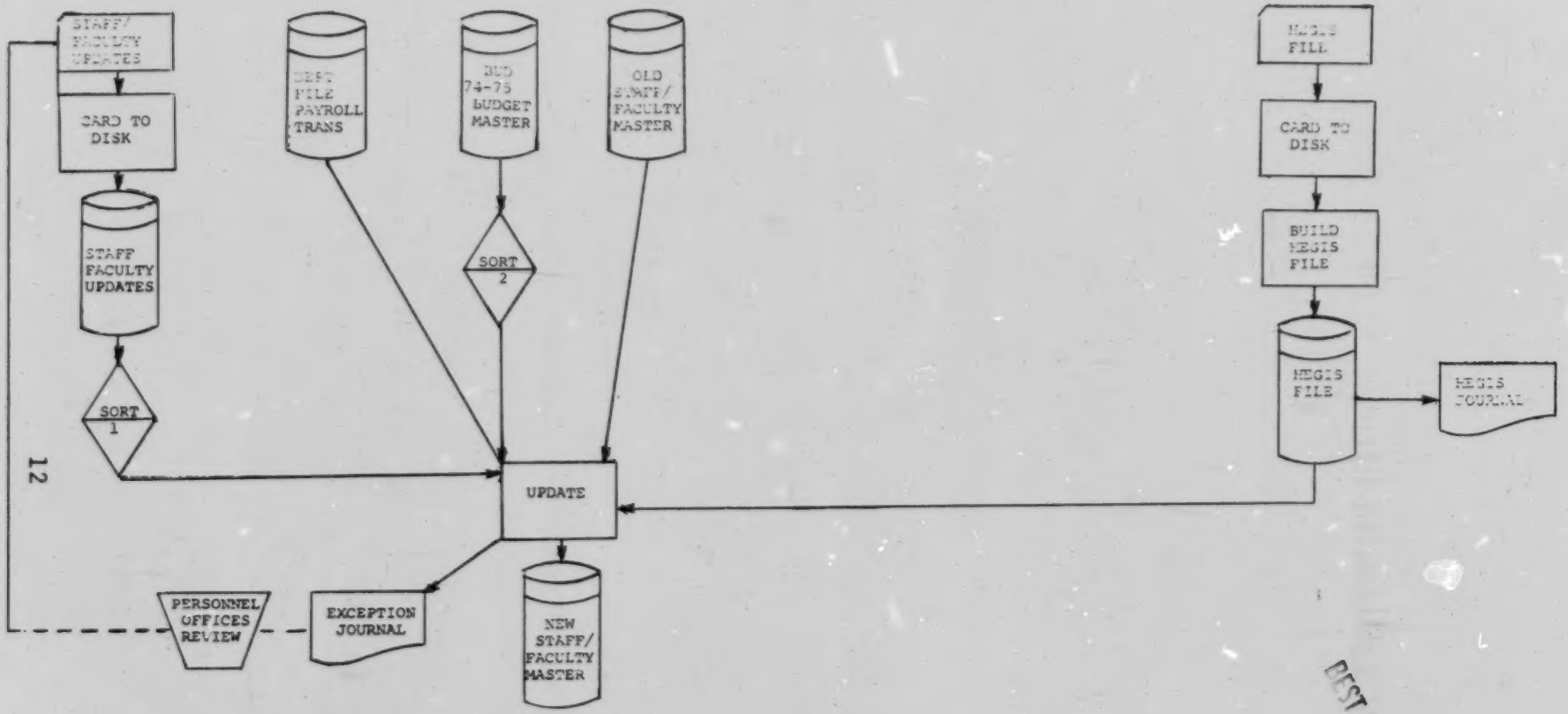
```
0039  O       H 02      1P
0040  O       OR        OF
0041  O                                    2 '--------'
0042  O                                   40 '----------------------'
0043  O       O 01      9P
0044  O                                    2 '***'
0045  O                           JRDATA   25
0046  O                                   54 'ERROR IN CARD NO'
0047  O                           JRCDNO   63
0048  O       T 01      LINUI
0049  O                           JRNUMB    7
0050  O                           JRDESC   40
0051  O       T 02      LR UI
0052  O                                   40 'PRINTING OF DETAILS'
0053  O                                   64 'SUPPRESSED BY UI SWITCH'
0054  O       T 3201    LR
0055  O                                   30 'TOTAL RECORDS READ.....'
0056  O                           TOTJR11  40
0057  O       T 02      LR
0058  O                                   30 'TOTAL RECORDS REJECTED..'
0059  O                           TOTJR81  40
0060  O       T 02  01  LP
0061  O                                   30 'TOTAL RECORDS OUT.....'
0062  O                           TOTJR01  40
```



12

SORT 1
PAYROLL NUMBER

SORT 2
PAYROLL NUMBER

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UPDATE FLOW

AAAØ4Ø - UPDATE STAFF/FACULTY MASTER FILE

NARRATIVE - The primary purpose of the update program is to add, delete, or change employees to the Staff/Faculty Master File. At present, a change to a field requires the complete re-entry of every field occurring in that update card.

To provide a continual validation of the accuracy of the Staff/Faculty Master, the update program accesses the monthly payroll transaction file, the budget master file, and the HEGIS reference file. The payroll file provides information as to who was actually paid and therefore should be considered a part of the active workforce. The budget master provides the actual annual salary and, in the case of faculty, tenure status. The HEGIS reference file provides validation for the input HEGIS number.

The following decision table displays the logic that occurs as a result of comparisons between the Staff/Faculty Master, Updates, Budget Master, and the Payroll Transaction File.

A journal is produced that indicates the status of employees not appearing in each of the three main files. The messages for the various exceptions are self-explanatory.

21 22 23 24 60 80

CONDITION	SM	OP	BM	PR	ACTION	TYPE	MESSAGE	
1	Y	Y	Y	Y	UP TO SM/BnSal to SM	1	UPDATED	1
* 2	Y	Y	Y	N	UP TO SM/BnSal to SM	1	CHECK TENURE (Bm) If not 'T' - ERROR NO PAY - ON BDG	*2
3	Y	Y	N	Y	UP TO SM	2	ERROR PAID NO BUDGET	3
4	Y	Y	N	N	UP TO SM	2	ERROR NO BUDGET NO PAY	4
5	Y	N	Y	Y	/BMSal to SM	3	---------NONE---------	-
* 6	Y	N	Y	N	/BMSal to SM	3	SAME AS 2	*2
7	Y	N	N	Y	NO ACTION ERR	4	ERROR - PAID - NO BUDGET	3
8	Y	N	N	N	NO ACTION ERR	4	ERROR - INACTIVE	5
9	N	Y	Y	Y	UP TO SM/BMSal to BM ADD	5	ADDED	6
* 10	N	Y	Y	N	UP TO SM/BM Sal to JM ADD	5	SAME AS 2	*2
11	N	Y	N	Y	UP TO SM/ ADD	6	SAME AS 3	3
12	N	Y	N	N	UP TO SM/ ADD	6	SAME AS 4	4
13	N	N	Y	Y	NO ACTION ERR	4	PAID AND IN BUDGET - NO DATA	7
14	N	N	Y	N	NO ACTION ERR	4	NO PAY - IN BUDGET - NO DATA	8
15	N	N	N	Y	NO ACTION ERR	4	m PAID - NO BUDGET - NO DATA	9

21 - PRINT SM

N 21 22 - PRINT UP

N21 N22 23 - PRINT BM

N21 N22 N23 24 - PRINT PR

* 7 CHECK FOR T IN FIRST COL OF BM TENURE

Inputs: A. Payroll Transaction File

Medium - Disk

Record Key - Payroll Number

Sequence - Ascending

B. Sorted Staff/Faculty Update File

Medium - Card Disk

Record Key - Payroll Number

Sequence - Card Number Within Payroll Number

C. Old Staff/Faculty Master File

Medium - Disk

Record Key - Payroll Number

Sequence - Ascending

D. Sorted Budget Master File

Medium - Disk

Record Key - Payroll Number

Sequence - Ascending

E. HEGIS File

Medium - Disk

Record Key - Identifier

Sequence - Ascending Within Record Code

Output: New Staff/Faculty Master File

Medium - Disk

Record Key - Payroll Number

Sequence - Ascending

Program:

```
SYSTEM/3 MODEL 10 DISK       RPGII  VERSION 10, MODIFICATION LEVEL 00

          H   C                                    11
RG 004

          F* EDIT AND UPDATE OF STAFF MASTER FILE
          F*
          F*
0001      FSMFILE  IP AF10241024 05AI      1 DISK45
0002      FUPFILE  IS AF  96  96             DISK45
0003      FAMFILE  IS AF 107 107             DISK45
0004      FPRFILE  IS AF 192 192             DISK45
0005      FJRFILE  IC  F  30  30R 4AI      3 DISK45
0006      FNUSMFILEO   F10241024 05AI      1 DISK45
0007      FPRINTER O   F 132 132     OF      PRINTER

          I* STAFF MASTER FILE
          I*
0008      ISMFILE  AA  11
0009      I                                    1   50SMPAYNLIM1
0010      I                                    1  200 SMFLD1
0011      I                                  201  400 SMFLD2
0012      I                                  401  600 SMFLD3
0013      I                                  601  800 SMFLD4
0014      I                                   15   39 SMNAME
0015      I                                   40   40 SMSEX
0016      I                                   41   41 SMRACE
0017      I                                   43   43 SMFORS
0018      I                                   44   47 SMHEGA
0019      I                                   44   51OSMHEGS
0020      I                                  163  167 SMDEPT
0021      I                                  305  306 SMJOBC
0022      I                                    6   96 SMSEC1
0023      I                                   97  183 SMSEC2
0024      I                                  184  269 SMSEC3
0025      I                                  270  327 SMSEC4
0026      I                                  328  412 SMSEC5
0027      I                                  413  482 SMSEC6
0028      I                                  483  563 SMSEC7
0029      I                                  624  708 SMSEC9
0030      I                                  564  623 SMSEC8
          I*
          I* UPDATE TRANSACTIONS
          I*
0031  02010IUPFILE  BA  01  96 C1
0032  02020I                               1   50PAYNO LIM1
0033      I                                6   94 CARD1
0034  02030I                               6  140SSNO
0035  02040I                              15   39 LNAME
0036  02050I                              40   40 SEX
0037  02060I                              41   41 RACE
0038  02070I                              42   42 CITZEN
0039  02190I                              43   43 STAFF
0040  02080I                              44   51ORANK
0041  02090I                              52   94 CURADD
```

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```
0042  02100I        BB  02  96 C2
0043  02120I                          1  50PAYNO LIN1
0044        I                         6  94 CARD2
0045  02110I                          6  110DAPPNT
0046  02130I                         12  13 ATYPE
0047  02140I                         14  15 APER
0048  02150I                         16  210DOB
0049  02160I                         22  38 DOBPL
0050  02170I                         39  430BUDSAL
0051  02180I                         44  480ACTSAL
0052  03010I                         49  542MOPAY
0053  03020I                         55  602HRPAY
0054  03030I                         61  6620TPAY
0055  03040I                         67  67 PAYPD
0056  03050I                         68  70 TAXCLS
0057  03160I                         71  73 TAXST
0058  03060I                         74  780DEPT
0059  03070I                         79  810LINO
0060  03080I                         82  82 STATUS
0061  03090I                         83  94 SPOUSE
0062  03100I        BC  03  96 C3
0063  03110I                          1  50PAYNO LIN1
0064        I                         6  91 CARD3
0065  03120I                          6  48 MAIL
0066  03130I                         49  91 PERADD
0067  04010I        BD  04  96 C4
0068  04020I                          1  50PAYNO LIN1
0069        I                         6  66 CARD4
0070  04030I                          6  110TENUE
0071  04040I                         12  12 INSURE
0072  04050I                         16  210EMPDAY
0073  04060I                         22  29 PTITLE
0074  04070I                         30  340PPAY
0075  04080I                         35  36 PACTON
0076  04090I                         37  420PACTDY
0077  04100I                         43  44 JFAMLY
0078  04110I                         45  460DEPEND
0079  04120I                         47  49 LICEN
0080  04130I                         50  50 MILST
0081  04140I                         51  51 EXEMPT
0082  04150I                         52  52 FRINGE
0083  04160I                         62  662SHLTMT
0084  04170I                         53  55 FRANT
0085  04180I                         56  61 FRDAY
0086  05010I        BE  05  96 C5
0087  05020I                          1  50PAYNO LIN1
0088        I                         6  90 CARD5
0089  05030I                          6  29 ENAME
0090  05040I                         38  58 EADDR
0091  05050I                         30  37 RELATN
0092  05060I                         59  73 ECITY
0093  05070I                         74  75 EMSTAT
0094  05080I                         76  80 EMZIP
0095  05090I                         81  83 EMAREA
0096  05100I                         84  90 EMTEL
0097  05120I        BF  06  96 C6
0098  05130I                          1  50PAYNO LIN1
0099        I                         6  92 CARD6
0100  05140I                          6  19 MANPW1
0101  05150I                         20  22 FTE1
0102  05160I                         23  36 MANPW2
```

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```
0103  C51701                                    37  39 FTE2
0104  C51801                                    40  53 MANPW3
0105  C51901                                    54  56 FTE3
0106  C60101                                    57  70 MANPW4
0107  060201                                    71  73 FTE4
0108  060301                                    74  75 GRADE
0109  060401                                    76  81 SCHOL1
0110  C60501                                    82  85 SCHFR1
0111  060601                                    86  89 SCHTO1
0112  C60801                                    90  92 SCHDG1
0113  C61001      BG  07  96 C7
0114  C61101                                     1   5OPAYNO LIM1
0115        I                                    6  86 CARD7
0116  C61201                                     6  11 SCHOL2
0117  061301                                    12  15 SCHFR2
0118  061401                                    16  19 SCHTO2
0119  061501                                    20  22 SCHDG2
0120  070101                                    23  28 SCHOL3
C121  070201                                    29  32 SCHFR3
0122  070301                                    33  36 SCHTO3
0123  070401                                    37  39 SCHDG3
0124  0705C1                                    40  45 SCHOL4
0125  070601                                    46  49 SCHFR4
0126  070701                                    50  53 SCHTO4
0127  070801                                    54  56 SCHDG4
0128  0709C1                                    57  58 CBLDG
0129  071001                                    59  61 CROOM
0130  071101                                    62  63 CSHOOL
0131  071201                                    64  66 CEXT
0132  071301                                    67  71 LYRSAL
0133  071401                                    72  76 NYRSAL
0134  071501                                    77  82 SEPDY
0135  071501                                    83  86 SPECFL
0136  080101      BH  08  96 C8
0137  080201                                     1   5OPAYNO LIM1
0138        I                                    6  65 CARD8
0139  080301                                     6  10 CONT1
0140  080401                                    11  13 LIN1
0141  080501                                    14  18 SAL1
0142  080601                                    19  19 PER1
0143  080701                                    20  22 FED1
0144  080801                                    23  25 STAT1
0145  080901                                    26  30 CONT2
0146  081001                                    31  33 LIN2
0147  081101                                    34  38 SAL2
0148  081201                                    39  39 PER2
0149  081301                                    40  42 FED2
0150  081401                                    43  45 STAT2
0151  081501                                    46  50 CONT3
0152  081601                                    51  53 LIN3
0153  081701                                    54  58 SAL3
0154  081801                                    59  59 PER3
0155  081901                                    60  62 FED3
0156  082001                                    63  65 STAT3
0157  C90101      BI  09  96 C9
0158  090201                                     1   5OPAYNO LIM1
0159        I                                    6  95 CARD9
0160  090301                                     6  50 SKILL
0161  090401                                    51  95 SOCTY
0162        I     BJ  10  96 CQ
0163        I                                    1   5OPAYNO LIM1
```

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```
0164      I     BX  19
          I*
          I* BUDGET MASTER FILE
          I*
0165      IBMFILE  CA  13   6 C0   7 C0   8 C1
0166      I        OR       6 C0   7 C0   8 C3
0167      I                                    1   5 BMDEPT
0168      I                                   59  83 BMNAME
0169      I                                   84  8808MPAYNL1M1
0170      I                                   89  89 BMTENR
0171      I                                  102 10608MAPRV
0172      I        CX  19
          I*
          I* PAYROLL TRANSACTION FILE
          I*
0173      IPRFILE  DA  14
0174      I                                    1   50PTDEPT
0175      I                                    6  100PTPAYNL1M1
0176      I                                   11  11 PTFCCD
0177      I                                   12  36 PTNAME
0178      I                                   43  480PTGROS
0179      I                                    1 130 PTDATA
          I*
          I* JOB REFERENCE FILE
          I*
0180      IJRFILE  FA  15   1 CJ
0181      I                                    3   60JRNUMB
0182      I                                    7   30 JRDESC


0183      C   L1              SETOF                212223
0184      C   L1              SETOF                243060
0185      C   L1              SETOF                313233
0186      C   L1              SETOF                343536
0187      C   L1              SETOF                373839
0188      C   L1              SETOF                616263
0189      C   L1              SETOF                6465
0190      C   L1              SETOF                707172
0191      C   L1              SETOF                737475
0192      C   L1              SETOF                767778
0193      C   L1              SETOF                79  81
          C*
          C* FLAG EITHER INPUT TYPE
0194      C   01              SETON                3122
0195      C   02              SETON                3222
0196      C   03              SETON                3322
0197      C   04              SETON                3422
0198      C   05              SETON                3522
0199      C   06              SETON                3622
0200      C   07              SETON                3722
0201      C   08              SETON                3822
0202      C   09              SETON                3922
0203      C   10              SETON                30
          C*
0204      C   11              SETON                21
0205      C   13              SETON                23
0206      C   14              SETON                24
          C*
0207      CL1N21              GOTO STEP2
          C*
```

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```
0208      CL1 22 23 24          SETON                    617071
0209      CL1 22 23N24          SETON                    61  72
0210      CL1 22N23 24          SETON                    627073
0211      CL1 22N23N24          SETON                    627074
0212      CL1N22 23 24          SETON                    63
0213      CL1N22 23N24          SETON                    63  72
0214      CL1N22N23 24          SETON                    647073
0215      CL1N22N23N24          SETON                    647075
0216      CL1                   GOTO STEP3
          C*
0217      CL1          STEP2    TAG
0218      CL1 22 23 24          SETON                    657076
0219      CL1 22 23N24          SETON                    65  72
0220      CL1 22N23 24          SETON                    667073
0221      CL1 22N23N24          SETON                    667074
0222      CL1N22 23 24          SETON                    647077
0223      CL1N22 23N24          SETON                    647078
0224      CL1N22N23 24          SETON                    647079
          C*
0225      CL1          STEP3    TAG
0226      CL1 72       BMTENR   COMP 'T'                 7070
          C*
          C*  RETRIEVE JOB REFERENCE
0227      CL1 21       SMHEG#   CHAINJRFILE              81
0228      CL1 81                SETON                    70
0229      CL1 21
0230      COR 22                SETON                    60
          C*
0231      CL1 70                EXCPT

0232      OPRINTER H 0201   1P
0233      O       OR        OF
0234      O                                    6 'AAA040'
0235      O                                   56 'THE TUSKEGEE INSTITUTE'
0236      O                                   89 'PAGE'
0237      O                          PAGE  Z  94
0238      O        H 01     1P
0239      O       OR        OF
0240      O                                   48 'STAFF MASTER FILE'
0241      O                                   60 'MAINTENANCE'
0242      O        H 02     1P
0243      O       OR        OF
0244      O                          UDATE Y  50
0245      O        H 01     1P
0246      O       OR        OF
0247      O                                    6 'DEPT.'
0248      O                                   13 'PAY #'
0249      O                                   28 'NAME'
0250      O                                   45 'F/S'
0251      O                                   56 'HEGIS #'
0252      O                                   63 'RACE'
0253      O                                   68 'SEX'
0254      O                                   85 'COMMENTS'
0255      O        H 01     1P
0256      O       OR        OF
0257      O                                    6 '------'
0258      O                                   13 '------'
0259      O                                   40 '------------------------'
0260      O                                   45 '----'
```

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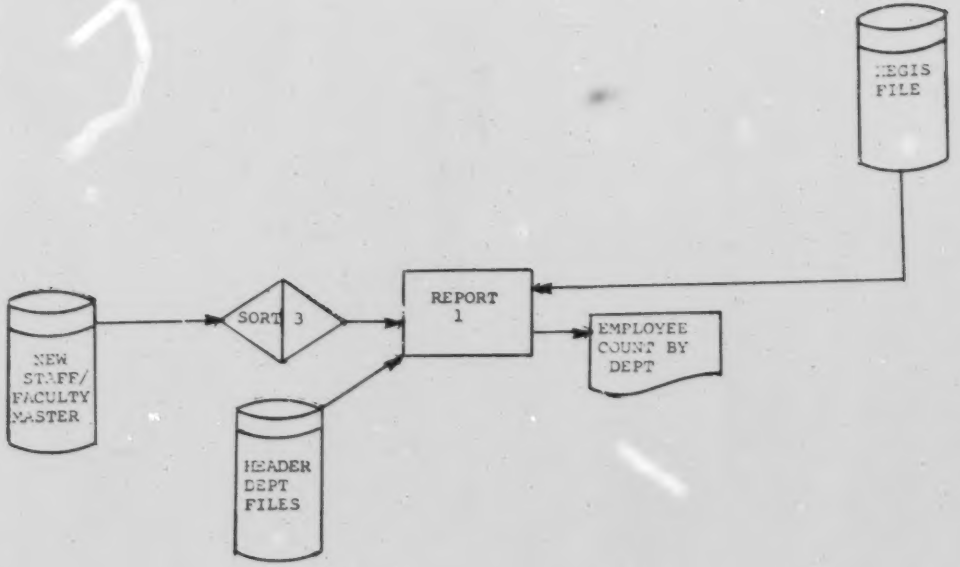
```
0261        0                                          57 '----------'
0262        0                                          63 '-----'
0263        0                                          68 '---'
0264        0                                          94 '--------------------------'
0265        0          F 01      70
0266        0                    21        SMDEPT  A    6
0267        0                    21        SMPAYN  A   13
0268        0                    21        SMNAME  A   40
0269        0                    21        SMFORS  A   44
0270        0                    21        SMHEGS  A   57 '0    -  -  '
0271        0                    21        SMRACE  A   62
0272        0                    21        SMSEX   A   67
0273        0                  N21 22      DEPT        6
0274        0                  N21 22      PAYNO      13
0275        0                  N21 22      LNAME      40
0276        0                  N21 22      STAFF      45
0277        0                  N21 22      RANK       57 '0    -  -  '
0278        0                  N21 22      RACE       62
0279        0                  N21 22      SEX        67
0280        0                  N21N22 23SMDEPT  A    6
0281        0                  N21N22 23SMPAYN  A   13
0282        0                  N21N22 23SMNAME  A   40
0283        0                  N21N22N23PTDEPT  A    6
0284        0                  N21N22N23PTPAYN  A   13
0285        0                  N21N22N23PTNAME  A   40
0286        0                                          47 ' '
0287        0                    71                    94 'UPDATED                '
0288        0                    72                    94 '*ERR-NO PAY-ON BUDGET  '
0289        0                    73                    94 '*ERR-PAID-NO BUDGET    '
0290        0                    74                    94 '*ERR-NO PAY-NO BUDGET  '
0291        0                    75                    94 '*ERR-INACTIVE          '
0292        0                    76                    94 'ADDED                  '
0293        0                    77                    94 '*ERR-PAID-IN BGT-NO DATA'
0294        0                    78                    94 '*ERR-NO PAY-IN BGT-NO DT'
0295        0                    79                    94 '*ERR-PAID-NO BGT-NO DATA'
0296        0                    21 81                120 'INVALID HEGIS NUMBER    '
0297        0                    U8          SMAPRVAR 130
0298        0NUSMFILET           L1 60N30
0299        0                    21        SMFLD1  A  200
0300        0                    21        SMFLD2  A  400
0301        0                    21        SMFLD3  A  600
0302        0                    21        SMFLD4  A  800
0303        0                    22        CARD1   A   94
0304        0                    22        CARD2   A  183
0305        0                    22        CARD3   A  269
0306        0                    22        CARD4   A  327
0307        0                    22        CARD5   A  412
0308        0                    22        CARD6   A  482
0309        0                    22        CARD7   A  563
0310        0                    22        CARD8   A  623
0311        0                    22        CARD9   A  708
0312   220200                    22        PAYNO   A    5
0313        0                    22        SMAPRV  A  137
0314        0                    23        SMDEPT  A  167
```



SORT 3
DEPARTMENT
FACULTY OR STAFF
HEGIS CLASSIFICATION
RANK

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REPORT 1 FLOW

Program 3 - Report 1, Employee Count by Department

Processing Description: Program receives the New Staff/Faculty Master File sorted by department, faculty/staff, code HEGIS Classification, and descending order of rank. Program prepares a report giving, by department, a list of each job classification in descending order (e.g., professor, associate professor, secretary 1, etc.), and whowing the numbers by sex for each racial and ethnic group as well as cumulative figures for minorities and females generally. Logic breaks occur on department and on HEGIS code within department. The Header Department File provides appropriate headings for the report.

Inputs: A. Sorted New Staff/Faculty Master File

Medium - Disk

Record Key - Department Number

Sequence - Ascending

B. HEGIS File

Medium - Disk

Record Key - HEGIS Code

Sequence - Ascending

Program 3 (cont'd)

Input: C. Header Department File

Medium - Disk

Record Key -Department Number

Sequence - Ascending

Output: Report 1, Employee count by department

Medium - Printer

Program :

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```
SYSTEM/3 MODEL 10 DISK    PROGII VERSION 10, MODIFICATION LEVEL 00

                  MOIAC 014                                  11

0001  0102 FADDROUT IP  F   3   3  3IT       FDISK45
0002  0103 FSTAFFMSTIP  F1024102407  I        DISK45
0003  0104 FREFFILE IC  F  30  302 4AT      1 DISK45
0004  0105FMEADER  IC  F  32  332 5AI      2 DISK45
0005  0106 FREPORT  O   F 132 132     OF     PRINTER
      0106 F*
      0107 F* REPORT IN SEQUENCE BY JOB CLASSIFICATION WITHIN DEPT.
      0108 F* ACCUMULATES TOTALS BY SEX FOR EACH RACIAL CATEGORY AND
      0109 F* REPORTS THESE TOTALS ON LEVEL BREAKS.

0006        E    ADDROUT STAFFMST
0007        E                    TABA    1  10  2 0 TAB2   14

0008  C2010ISTAFFMSTAA  01
0009  02020I                                          163 167 DEPT  L4
0010  02040I                                           43  43 FORS  L3
0011  02045I                                           44  47 REGIS L2
0012  C2050I                                           48  49ORANK  L1
0013  02070I                                           41  41 RACE
0014  02080I                                           40  40 SEX
0015  02090IREFFILE AR  02   1 CJ   2 CR
0016  C2100I                                            7  30 DESC
0017  02110IHEADER  CC  03
0018  02120I                                           10  25 DPNAME

0019  03010C   L4        DEPT      CHAINHEADER                 43
0020        C  L4N48                MOVE DPNAME    DEPTNM 16
0021        C  L3        FORS      COMP 'F'                        47
0022  03020C   L2        REGIS     CHAINREFFILE                50
0023  03030C   L2N50               MOVE DESC      DESCR  24
0024        C  L1                  SETOF                      4951
0025        C  L1        FORS      COMP 'F'                        51
0026        C  L1 51     RANK      LOKUPTABA      TABB             49
0027        C  L1 49               MOVE TABB      RANKNM 14
0028  03050C   01        SEX       COMP 'F'                        52
0029  03060C   01        RACE      COMP '1'                        53
0030  03070C   01 53N52CNT01M      ADD  1         CNT01M  50
0031  03080C   01 53 52CNT01F      ADD  1         CNT01F  50
0032  03090C   01 53               GOTO END
0033  03100C   01        RACE      COMP '2'                        54
0034  03110C   01 54N52CNT02M      ADD  1         CNT02M  50
0035  03120C   01 54 52CNT02F      ADD  1         CNT02F  50
0036  03130C   01 54               GOTO END
0037  03140C   01        RACE      COMP '3'                        55
0038  03150C   01 55N52CNT03M      ADD  1         CNT03M  50
0039  03160C   01 55 52CNT03F      ADD  1         CNT03F  50
0040  03170C   01 55               GOTO END
```

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```
0041  031800  01        RACE    COMP  *60                          56
0042  031900  01 56N52CNT04M    ADD   1       CNT04M  50
0043  032000  01 56 52CNT04F    ADD   1       CNT04F  50
0044  032100  01 56              GOTO  END
0045  040100  01        RACE    COMP  *59                          57
0046  040200  01 57N52CNT05M    ADD   1       CNT05M  50
0047  040300  01 57 52CNT05F    ADD   1       CNT05F  50
0048  040400  01 57              GOTO  END
0049  040500  01        RACE    COMP  *60                          58
0050  040600  01 58N52CNT06M    ADD   1       CNT06M  50
0051  040700  01 58 52CNT06F    ADD   1       CNT06F  50
0052  040800  01 58              GOTO  END
0053  040900  01        RACE    COMP  *59                          59
0054  041000  01 59N52CNT07M    ADD   1       CNT07M  50
0055  041100  01 59 52CNT07F    ADD   1       CNT07F  50
0056  041200  01 59              GOTO  END
0057  041300  01        RACE    COMP  *60                          60
0058  041400  01 60N52CNT08M    ADD   1       CNT08M  50
0059  041500  01 60 52CNT08F    ADD   1       CNT08F  50
0060  041600  01 60              GOTO  END
0061  041700  01        RACE    COMP  *59                          61
0062  041800  01 61N52CNT09M    ADD   1       CNT09M  50
0063  041900  01 61 52CNT09F    ADD   1       CNT09F  50
0064  042000  01 61              GOTO  END
0065  042100  01        RACE    COMP  *60                          62
0066  042200  01 62N52CNT10M    ADD   1       CNT10M  50
0067  042300  01 62 52CNT10F    ADD   1       CNT10F  50
0068  042400                    END   TAG
0069  0401 C  01                SETCF                       5354
0070  0402 C  01                SETCF                       555557
0071  0403 C  01                SETCF                       555560
0072  0404 C  01                SETCF                       6162
0073  0601 C  01*52   TOTMAL    ADD   1       TOTMAL  50
0074  0602 C  01 52   TOTFEM    ADD   1       TOTFEM  50
      0603 C* 01
0075  0604 C11 51     PERMAL    ADD   TOTMAL  PERMAL  50
0076  0605 C11 51     PERFEM    ADD   TOTFEM  PERFEM  50
0077  0606 C11 51     PER01M    ADD   CNT01M  PER01M  50
0078  0607 C11 51     PER01F    ADD   CNT01F  PER01F  50
0079  0608 C11 51     PER02M    ADD   CNT02M  PER02M  50
0080  0609 C11 51     PER02F    ADD   CNT02F  PER02F  50
0081  0610 C11 51     PER03M    ADD   CNT03M  PER03M  50
0082  0611 C11 51     PER03F    ADD   CNT03F  PER03F  50
0083  0612 C11 51     PER04M    ADD   CNT04M  PER04M  50
0084  0613 C11 51     PER04F    ADD   CNT04F  PER04F  50
0085  0614 C11 51     PER05M    ADD   CNT05M  PER05M  50
0086  0615 C11 51     PER05F    ADD   CNT05F  PER05F  50
0087  0616 C11 51     PER06M    ADD   CNT06M  PER06M  50
0088  0617 C11 51     PER06F    ADD   CNT06F  PER06F  50
0089  0618 C11 51     PER07M    ADD   CNT07M  PER07M  50
0090  0619 C11 51     PER07F    ADD   CNT07F  PER07F  50
0091  0620 C11 51     PER08M    ADD   CNT08M  PER08M  50
0092  0621 C11 51     PER08F    ADD   CNT08F  PER08F  50
0093  0622 C11 51     PER09M    ADD   CNT09M  PER09M  50
0094  0623 C11 51     PER09F    ADD   CNT09F  PER09F  50
0095  0624 C11 51     PER10M    ADD   CNT10M  PER10M  50
0096  0625 C11 51     PER10F    ADD   CNT10F  PER10F  50
0097  0626 C12*51     PERMAL    ADD   TOTMAL  PERMAL  50
0098  0627 C12*51     PERFEM    ADD   TOTFEM  PERFEM  50
0099  0628 C12*51     PER01M    ADD   CNT01M  PER01M  50
0100  0629 C12*51     PER01F    ADD   CNT01F  PER01F  50
```

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```
0101  0608 CL2N51      DEP02M   ADD  CNT02M   DEP02M  50
0102  0609 CL2N51      DEP02F   ADD  CNT02F   DEP02F  50
0103  0610 CL2N51      DEP03M   ADD  CNT03M   DEP03M  50
0104  0611 CL2N51      DEP03F   ADD  CNT03F   DEP03F  50
0105  0612 CL2N51      DEP04M   ADD  CNT04M   DEP04M  50
0106  0613 CL2N51      DEP04F   ADD  CNT04F   DEP04F  50
0107  0614 CL2N51      DEP05M   ADD  CNT05M   DEP05M  50
0108  0615 CL2N51      DEP05F   ADD  CNT05F   DEP05F  50
0109  0616 CL2N51      DEP06M   ADD  CNT06M   DEP06M  50
0110  0617 CL2N51      DEP06F   ADD  CNT06F   DEP06F  50
0111  0618 CL2N51      DEP07M   ADD  CNT07M   DEP07M  50
0112  0619 CL2N51      DEP07F   ADD  CNT07F   DEP07F  50
0113  0620 CL2N51      DEP08M   ADD  CNT08M   DEP08M  50
0114  0621 CL2N51      DEP08F   ADD  CNT08F   DEP08F  50
0115  0622 CL2N51      DEP09M   ADD  CNT09M   DEP09M  50
0116  0623 CL2N51      DEP09F   ADD  CNT09F   DEP09F  50
0117  0624 CL2N51      DEP10M   ADD  CNT10M   DEP10M  50
0118  0625 CL2N51      DEP10F   ADD  CNT10F   DEP10F  50
0119  0701 CL4         LRMAL    ADD  DEPMAL   LRMAL   50
0120  0703 CL4         LRFEM    ADD  DEPFEM   LRFEM   50
0121  0704 CL4         LR01M    ADD  DEP01M   LR01M   50
0122  0705 CL4         LR01F    ADD  DEP01F   LR01F   50
0123  0706 CL4         LR02M    ADD  DEP02M   LR02M   50
0124  0707 CL4         LR02F    ADD  DEP02F   LR02F   50
0125  0708 CL4         LR03M    ADD  DEP03M   LR03M   50
0126  0709 CL4         LR03F    ADD  DEP03F   LR03F   50
0127  0710 CL4         LR04M    ADD  DEP04M   LR04M   50
0128  0711 CL4         LR04F    ADD  DEP04F   LR04F   50
0129  0712 CL4         LR05M    ADD  DEP05M   LR05M   50
0130  0713 CL4         LR05F    ADD  DEP05F   LR05F   50
0131  0714 CL4         LR06M    ADD  DEP06M   LR06M   50
0132  0715 CL4         LR06F    ADD  DEP06F   LR06F   50
0133  0716 CL4         LR07M    ADD  DEP07M   LR07M   50
0134  0717 CL4         LR07F    ADD  DEP07F   LR07F   50
0135  0718 CL4         LR08M    ADD  DEP08M   LR08M   50
0136  0719 CL4         LR08F    ADD  DEP08F   LR08F   50
0137  0720 CL4         LR09M    ADD  DEP09M   LR09M   50
0138  0721 CL4         LR09F    ADD  DEP09F   LR09F   50
0139  0722 CL4         LR10M    ADD  DEP10M   LR10M   50
0140  0723 CL4         LR10F    ADD  DEP10F   LR10F   50
```

```
0141  080100REPORT  H  102  1P
0142  080200        OR       OF
0143  080300                                    13 'DATE'
0144  080400                    UDATE Y       22
0145  080500                                    74 'TUSKEGEE INSTITUTE'
0146  080600                                   115 'PAGE'
0147  080700                    PAGE  Z       120
0148  080800        H  2       1P
0149  080900        OR         OF
0150  081000                                    67 'AUTOMATED AFFIRMATIVE AC'
0151  081100                                    88 'TION - EMPLOYEE COUNT'
0152  081200        H  1       1P
0153  081300        OR         OF
0154  081400                                    19 'JOB CLASSIFICATION'
0155  081500                                    42 'ASIAN'
0156  081600                                    51 'BLACK'
0157  081700                                    60 'AMER.'
0158  081800                                    69 'CHICANO'
```

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```
0159  0B1900                                                  78 'OTHER'
0160  0B2000                                                  87 'WHITE'
0161  0B2100                                                  96 'FORGN'
0162  0B2200                                                 105 'INDIA'
0163  0B2300                                                 114 'EGYPT'
0164  0B2400                                                 123 'REFUSE'
0165  0B2500                                                 132 'TOTAL'
0166  0901 0      H  2      1D
0167  0902 0      CR        CE
0168  0903 0
0169  0904 0                                                  42 'AMER.'
0170  0905 0                                                  51 'AMER.'
0171  0906 0                                                  60 'INDIAN'
0172  0907 0                                                  69 'MEX/AM'
0173  0908 0                                                  78 'AMER.'
0174  0909 0                                                  87 'AMER.'
0175  0910 0                                                  96 'FWD'
0176  0911 0                                                 105 'INDIAN'
0177  0912 0      0  1      14                                123 'TO IND'
0178  0913 0      DR        CE
0179  0914 0
0180  0915 0                                                   3 'DEPT. -'
0181  0916 0                                                  20 'NC NAME'
0182  0917 0      0  1      12          0B2TAW    B  27
0183  0918 0                                                  12 '---FACULTY---'
0184  0919 0                                                  12 '---STAFF---'
0185  0920 0      0  1      12
0186  0921 0                                                  20 '- NC TITLE'
0187  0922 0                            0B2SEC    B  24
0188  0923 0                            0B2IS     B   6
0189  0924 0      TF 1      L2X51
0190  0925 0      CR 1      11 51
0191  0926 0                            0B2AKW    B  20
0192  0927 0                                                  31 'MALE'
0193  0928 0                            CNT01W2B  42
0194  0929 0                            CNT02W2B  51
0195  0930 0                            CNT03W2B  60
0196  0931 0                            CNT04W2B  69
0197  0932 0                            CNT05W2B  78
0198  0933 0                            CNT06W2B  87
0199  0934 0                            CNT07W2B  96
0200  0935 0                            CNT08W2B 105
0201  0936 0                            CNT09W2B 114
0202  0937 0                            CNT10W2B 123
0203  0938 0                            TOTWAL2B 132
0204  0939 0      TF 2      1X51
0205  0940 0      CR 2      11 51
0206  0941 0                                                  33 'FEMALE'
0207  0942 0                            CNT01F2B  42
0208  0943 0                            CNT02F2B  51
0209  0944 0                            CNT03F2B  60
0210  0945 0                            CNT04F2B  69
0211  0946 0                            CNT05F2B  78
0212  0947 0                            CNT06F2B  87
0213  0948 0                            CNT07F2B  96
0214  0949 0                            CNT08F2B 105
0215  0950 0                            CNT09F2B 114
0216  0951 0                            CNT10F2B 123
0217  0952 0                            TOTFEM2B 132
0218  0953 0      TF 3      14
0219  0954 0                                                   0 '##'
```

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```
0230  110200                                          15 'DEPT.'
0231  110300                                          31 'MALE'
0232  110400                          DEP01M2R  42
0233  110500                          DEP02M2R  51
0234  110600                          DEP03M2R  60
0235  110700                          DEP04M2R  69
0236  110800                          DEP05M2R  78
0237  110900                          DEP06M2R  87
0238  111000                          DEP07M2R  96
0239  111100                          DEP08M2R 105
0230  111200                          DEP09M2R 114
0231  111300                          DEP10M2R 123
0232  111400                          DEPMAL2R 132
0233  111500      TF 2      L4
0234  0                                            9 '*'
0235  111600                                      20 'TOTALS'
0236  111700                                      32 'FEMALE'
0237  111800                          DEP01F2R  42
0238  111900                          DEP02F2R  51
0239  112000                          DEP03F2R  60
0240  112100                          DEP04F2R  69
0241  112200                          DEP05F2R  78
0242  112300                          DEP06F2R  87
0243  112400                          DEP07F2R  96
0244  112500                          DEP08F2R 105
0245  120100                          DEP09F2R 114
0246  120200                          DEP10F2R 123
0247  120300                          DEPFEM2R 132
0248  130800      T  102    LR
0249  080300                                      13 'DATE'
0250  080400                          UDATE Y   22
0251  080500                                      74 'TUSKEGEE INSTITUTE'
0252  130800      T  2      LR
0253  081000                                      67 'AUTOMATED AFFIRMATIVE AC'
0254  081100                                      88 'TION - EMPLOYEE COUNT'
0255  130800      T  1      LR
0256  081400                                      19 'JOB CLASSIFICATION'
0257  081500                                      42 'ASIAN'
0258  081600                                      51 'BLACK'
0259  081700                                      60 'AMER.'
0260  081800                                      69 'CHICANO'
0261  081900                                      78 'OTHER'
0262  082000                                      87 'WHITE'
0263  082100                                      96 'FORGN'
0264  082200                                     105 'INDIA'
0265  082300                                     114 'EGYPT'
0266  082400                                     123 'REFUSE'
0267  082500                                     132 'TOTAL'
0268  130800      T  2      LR
0269  0903 0                                      42 'AMER.'
0270  0904 0                                      51 'AMER.'
0271  0905 0                                      60 'INDIAN'
0272  0906 0                                      69 'MEX/AM'
0273  0907 0                                      78 'AMER.'
0274  0908 0                                      87 'AMER.'
0275  0909 0                                      95 'EMP'
0276  091C 0                                     105 'INDIAN'
0277  0911 0                                     123 'TO IND'
0278  120J00      T  109    LR
0279  120500                                      14 'INSTITUTE'
0280  120600                                      31 'MALE'
```

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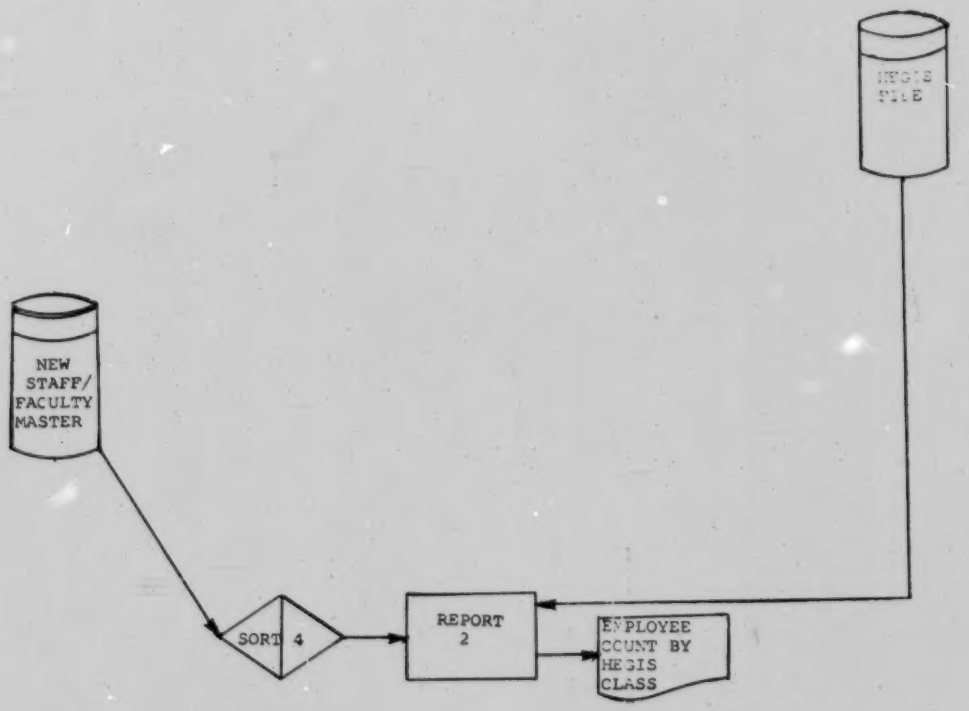
```
0281  120700                          LR01M 2R  42
0282  120800                          LR02M 2R  51
0283  120900                          LR03M 2R  60
0284  121000                          LR04M 2R  69
0285  121100                          LR05M 2R  78
0286  121200                          LR06M 2R  87
0287  121300                          LR07M 2R  96
0288  121400                          LR08M 2R 105
0289  121500                          LR09M 2R 114
0290  121600                          LR10M 2R 123
0291  121700                          LRWAI 2R 132
0292        P       T     01 LP
0293  121800                                   17 'TOTALS'
0294  121900                                   32 'FEMALE'
0295  122000                          LR01F 2R  42
0296  122100                          LR02F 2R  51
0297  122200                          LR03F 2R  60
0298  122300                          LR04F 2R  69
0299  122400                          LR05F 2R  78
0300  122500                          LR06F 2R  87
0301  122600                          LR07F 2R  96
0302  122700                          LR08F 2R 105
0303  122800                          LR09F 2R 114
0304  122900                          LR10F 2R 123
0305  123000                          LRFFM 2R 132

**
00NOT RANKED
01TEACHING ASST
02TEACHING ASSOC
03RESEARCH ASST
04RESEARCH ASSOC
05LECTURER
06INSTRUCTOR
07ASST PROF
08ASSOC PROF
09PROFESSOR
```



SORT 4
HEGIS CLASSIFICATION
FACULTY OR STAFF
RANK

REPORT 2 FLOW

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Report 2 - Employee Count by HEGIS Classification

Processing Description: Program prepares report by HEGIS category across department lines, showing the number of employees by sex for each racial and ethnic group as well as cumulative figures for minorities and women.

Input: Sorted New Staff/Faculty Master File

Medium - Disk

Record Key - Payroll Number

Sequence - Ascending

Output: Report 2

Medium - Printer

Program:

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```
SYSTEM/3 MODEL 10 DISK        RPG II  VERSION 10. MODIFICATION LEVEL 00                C

                H01?C 012                                  II

0001  0102 FADDROUT IP  F   3   3  3IT       FDISK45
0002  0103 FSTAFFMSTIP  F 1C2410240  I         DISK45
0003  0104 FREFFILE IC  F  30  300 4AI     3 DISK45
0004  0105 FREPORT  O   F 132 132     OF      PRINTER
      0106 F*
      0107 F* REPORT IN SEQUENCE BY JOB CLASSIFICATION WITHIN DEPT.
      0108 F* ACCUMULATES TOTALS BY SEX FOR EACH RACIAL CATEGORY AND
      0109 F* REPORTS THESE TOTALS ON LEVEL BREAKS.

0005        E    ADDRCUT STAFFMST
0006        E                    TABA    1  10  2 3 TABB   14

0007  0201 ISTAFFMSTAA  01
0008  020401                                          43  47 FICS  L2
0009  020451                                          44  47 REGIS L2
0010        I                                         48  4900BANK  L1
0011  020701                                          41  41 RACE
0012  020801                                          40  40 SEX
0013  020901FREFFILE AR  02   1 C1   3 C1
0014  021001                                          7  30 DESC

0015        C   L2      FICS      COMP 1F1                        45
0016  030200C L2        REGIS     CHAINREFFILE                50
0017  030300C L2N50               MOVE DESC       DESCR  24
0018        C   L1                SETOF                       6769
0019        C   L1      FICS      COMP 1F1                        48
0020        C   L1 43   BANK      LOKUPTABA       TABA            47
0021        C   L1 47               MOVE TABB       BANKNM 14
0022  030600C   01        SEX     COMP 1F1                        52
0023  030700C   01        RACE    COMP 1F1                        53
0024  030800C   01 53N52CATO1M      ADD   1         CNTO1M  50
0025  030900C   01 53 52CATO1F      ADD   1         CNTO1F  50
0026  031000C   01 53              GOTO END
0027  031100C   01        RACE    COMP 1F2                        54
0028  031110C   01 54N52CAT02M      ADD   1         CAT02M  50
0029  031200C   01 54 52CAT02F      ADD   1         CAT02F  50
0030  031300C   01 54              GOTO END
0031  031400C   01        RACE    COMP 1F3                        55
0032  031500C   01 55N52CAT03M      ADD   1         CAT03M  50
0033  031600C   01 55 52CAT03F      ADD   1         CAT03F  50
0034  031700C   01 55              GOTO END
0035  031800C   01        RACE    COMP 1F4                        56
0036  031900C   01 56N52CAT04M      ADD   1         CAT04M  50
0037  032000C   01 56 52CAT04F      ADD   1         CAT04F  50
0038  032100C   01 56              GOTO END
0039  040100C   01        RACE    COMP 1F5                        57
0040  040200C   01 57N52CAT05M      ADD   1         CNTO5M  50
```

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```
0041  040300  01 57 52CNT05F  ADD  1        CNT05F  50
0042  040400  01 57           GOTO END
0043  040500  01       RACE   COMP *57*                 58
0044  040600  01 58N52CNT06M  ADD  1        CNT06M  50
0045  040700  01 58 52CNT06F  ADD  1        CNT06F  50
0046  040800  01 58           GOTO END
0047  040900  01       RACE   COMP *58*                 59
0048  041000  01 59N52CNT07M  ADD  1        CNT07M  50
0049  041100  01 59 52CNT07F  ADD  1        CNT07F  50
0050  041200  01 59           GOTO END
0051  041300  01       RACE   COMP *59*                 60
0052  041400  01 60N52CNT08M  ADD  1        CNT08M  50
0053  041500  01 60 52CNT08F  ADD  1        CNT08F  50
0054  041600  01 60           GOTO END
0055  041700  01       RACE   COMP *60*                 61
0056  041800  01 61N52CNT09M  ADD  1        CNT09M  50
0057  041900  01 61 52CNT09F  ADD  1        CNT09F  50
0058  042000  01 61           GOTO END
0059  042100  01       RACE   COMP *61*                 62
0060  042200  01 62N52CNT10M  ADD  1        CNT10M  50
0061  042300  01 62 52CNT10F  ADD  1        CNT10F  50
0062  042400        END       TAG
0063  0401 C  01              SETOF                    5354
0064  0402 C  01              SETOF                    555657
0065  0403 C  01              SETOF                    585960
0066  0404 C  01              SETOF                    6162
0067  0601 C  01N52  TOTMAL   ADD  1        TOTMAL  50
0068  0602 C  01 52  TOTFEM   ADD  1        TOTFEM  50
      0603 C* 01
0069  0604 CL1 49    DEPMAL   ADD  TOTMAL  DEPMAL  50
0070  0605 CL1 48    DEPFEM   ADD  TOTFEM  DEPFEM  50
0071  0606 CL1 49    DEP01M   ADD  CNT01M  DEP01M  50
0072  0607 CL1 48    DEP01F   ADD  CNT01F  DEP01F  50
0073  0608 CL1 49    DEP02M   ADD  CNT02M  DEP02M  50
0074  0609 CL1 48    DEP02F   ADD  CNT02F  DEP02F  50
0075  0610 CL1 49    DEP03M   ADD  CNT03M  DEP03M  50
0076  0611 CL1 49    DEP03F   ADD  CNT03F  DEP03F  50
0077  0612 CL1 48    DEP04M   ADD  CNT04M  DEP04M  50
0078  0613 CL1 48    DEP04F   ADD  CNT04F  DEP04F  50
0079  0614 CL1 49    DEP05M   ADD  CNT05M  DEP05M  50
0080  0615 CL1 48    DEP05F   ADD  CNT05F  DEP05F  50
0081  0616 CL1 48    DEP06M   ADD  CNT06M  DEP06M  50
0082  0617 CL1 48    DEP06F   ADD  CNT06F  DEP06F  50
0083  0618 CL1 48    DEP07M   ADD  CNT07M  DEP07M  50
0084  0619 CL1 49    DEP07F   ADD  CNT07F  DEP07F  50
0085  0620 CL1 48    DEP08M   ADD  CNT08M  DEP08M  50
0086  0621 CL1 48    DEP08F   ADD  CNT08F  DEP08F  50
0087  0622 CL1 48    DEP09M   ADD  CNT09M  DEP09M  50
0088  0623 CL1 49    DEP09F   ADD  CNT09F  DEP09F  50
0089  0624 CL1 48    DEP10M   ADD  CNT10M  DEP10M  50
0090  0625 CL1 48    DEP10F   ADD  CNT10F  DEP10F  50
0091  0604 CL2N48    DEPMAL   ADD  TOTMAL  DEPMAL  50
0092  0605 CL2N49    DEPFEM   ADD  TOTFEM  DEPFEM  50
0093  0606 CL2N49    DEP01M   ADD  CNT01M  DEP01M  50
0094  0607 CL2N48    DEP01F   ADD  CNT01F  DEP01F  50
0095  0608 CL2N48    DEP02M   ADD  CNT02M  DEP02M  50
0096  0609 CL2N48    DEP02F   ADD  CNT02F  DEP02F  50
0097  0610 CL2N48    DEP03M   ADD  CNT03M  DEP03M  50
0098  0611 CL2N48    DEP03F   ADD  CNT03F  DEP03F  50
0099  0612 CL2N48    DEP04M   ADD  CNT04M  DEP04M  50
0100  0613 CL2N48    DEP04F   ADD  CNT04F  DEP04F  50
```

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```
0101  0614 CL2N4R        DEP05M    ADD  CNT05M    DEP05M  50
0102  0615 CL2N4R        DEP05F    ADD  CNT05F    DEP05F  50
0103  0616 CL2N4R        DEP06M    ADD  CNT06M    DEP06M  50
0104  0617 CL2N4R        DEP06F    ADD  CNT06F    DEP06F  50
0105  0618 CL2N4R        DEP07M    ADD  CNT07M    DEP07M  50
0106  0619 CL2N4R        DEP07F    ADD  CNT07F    DEP07F  50
0107  0620 CL2N4R        DEP08M    ADD  CNT08M    DEP08M  50
0108  0621 CL2N4R        DEP08F    ADD  CNT08F    DEP08F  50
0109  0622 CL2N4R        DEP09M    ADD  CNT09M    DEP09M  50
0110  0623 CL2N4R        DEP09F    ADD  CNT09F    DEP09F  50
0111  0624 CL2N4R        DEP10M    ADD  CNT10M    DEP10M  50
0112  0625 CL2N4R        DEP10F    ADD  CNT10F    DEP10F  50


0113  C80100PEPORT  H  102   1P
0114  C80200         OR        OF
0115  C80300                                    13 'DATE'
0116  C80400                          UDATE Y   22
0117  C80500                                    74 'TUSKEGEE INSTITUTE'
0118  C80600                                   115 'PAGE'
0119  C80700                          PAGE  Z  120
0120  C80800         H  2   1P
0121  C80900         02        OE
0122  C81000         OR        L2
0123  C81100                                    47 'AUTOMATED AFFIRMATIVE AC'
0124  C81200                                    88 'TION - EMPLOYEE COUNT'
0125  C81300         H  1   1P
0126  C81400         02        OE
0127  C81500         OR        L2
0128  C81600                                    13 'JOB CLASSIFICATION'
0129  C81700                                    42 'ASIAN'
0130  C81800                                    51 'BLACK'
0131  C81900                                    60 'AMER.'
0132  C82000                                    69 'CHICANO'
0133  C82100                                    78 'OTHER'
0134  C82200                                    87 'WHITE'
0135  C82300                                    96 'FORGN'
0136  C82400                                   105 'INDIA'
0137  C82500                                   114 'EGYPT'
0138  C82600                                   123 'REFUSE'
0139  C82700                                   132 'TOTAL'
0140  C2801 C        H  2   1P
0141  C2802 C        OR        OE
0142  C2803 0                                   42 'AMER.'
0143  C2804 0                                   51 'AMER.'
0144  C2805 0                                   60 'INDIAN'
0145  C2806 0                                   69 'MEX/AM'
0146  C2807 0                                   78 'AMER.'
0147  C2808 0                                   87 'AMER.'
0148  C2809 0                                   96 'FMD'
0149  C2810 0                                  105 'INDIAN'
0150  C2811 0                                  123 'TO IND'
0151        C        D  1   13
0152        C                 43                13 '---FACULTY---'
0153        C                N40                12 '---STAFF---'
0154        C        D  1   12
0155        C                N50       DESC2  A  24
0156        C                 53       REGTS  A   9
0157        C                 59                20 '- NO TITLE'
0158  C91A00        T  1   11 4R
```

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```
0159          C        CP          L2N49
0160   091700                                 SAVKEY 2    29
0161   091800                                             31 'MALE'
0162   091900                                 CNT01M29    42
0163   092000                                 CNT02M29    51
0164   092100                                 CNT03M29    60
0165   092200                                 CNT04M29    69
0166   092300                                 CNT05M29    78
0167   092400                                 CNT06M29    87
0168   092500                                 CNT07M29    96
0169   092600                                 CNT08M29   105
0170   092700                                 CNT09M29   114
0171   092800                                 CNT10M29   123
0172   092900                                 TOTMAL29   132
0173   092A00          T  2        LI 49
0174          C        CP          L2N48
0175   092B00                                             32 'FEMALE'
0176   092C00                                 CNT01F29    42
0177   092D00                                 CNT02F29    51
0178   092E00                                 CNT03F29    60
0179   092F00                                 CNT04F29    69
0180   093000                                 CNT05F29    78
0181   093100                                 CNT06F29    87
0182   093200                                 CNT07F29    96
0183   093300                                 CNT08F29   105
0184   093400                                 CNT09F29   114
0185   093500                                 CNT10F29   123
0186   093600                                 TOTFEM29   132
0187   093700          T  102      L2
0188   093800                                             13 'DATE'
0189   093900                                 UDATE Y     22
0190   093A00                                             74 'TUSKEGEE INSTITUTE'
0191          0        T  2        LR
0192   093B00                                             67 'AUTOMATED AFFIRMATIVE AC'
0193   093C00                                             88 'TION - EMPLOYEE COUNT'
0194          0        T  1        LR
0195   093D00                                             10 'JOB CLASSIFICATION'
0196   093E00                                             42 'ASIAN'
0197   093F00                                             51 'BLACK'
0198   094000                                             60 'AMER.'
0199   094100                                             69 'CHICANO'
0200   094200                                             78 'OTHER'
0201   094300                                             87 'WHITE'
0202   094400                                             96 'FORGN'
0203   094500                                            105 'INDIA'
0204   094600                                            114 'EGYPT'
0205   094700                                            123 'REFUSE'
0206   094800                                            132 'TOTAL'
0207          C        T  2        LR
0208   0903 0                                             42 'AMER.'
0209   0904 0                                             51 'AMER.'
0210   0905 0                                             60 'INDIAN'
0211   0906 0                                             69 'MEX/AM'
0212   0907 0                                             78 'AMER.'
0213   0908 0                                             87 'AMER.'
0214   0909 0                                             95 'EMP'
0215   090A 0                                            105 'INDIAN'
0216   090B 0                                            123 'TO IND'
0217          C        T  1        LR
0218   094900                                             14 'INSTITUTE'
0219   094A00                                             31 'MALE'
```

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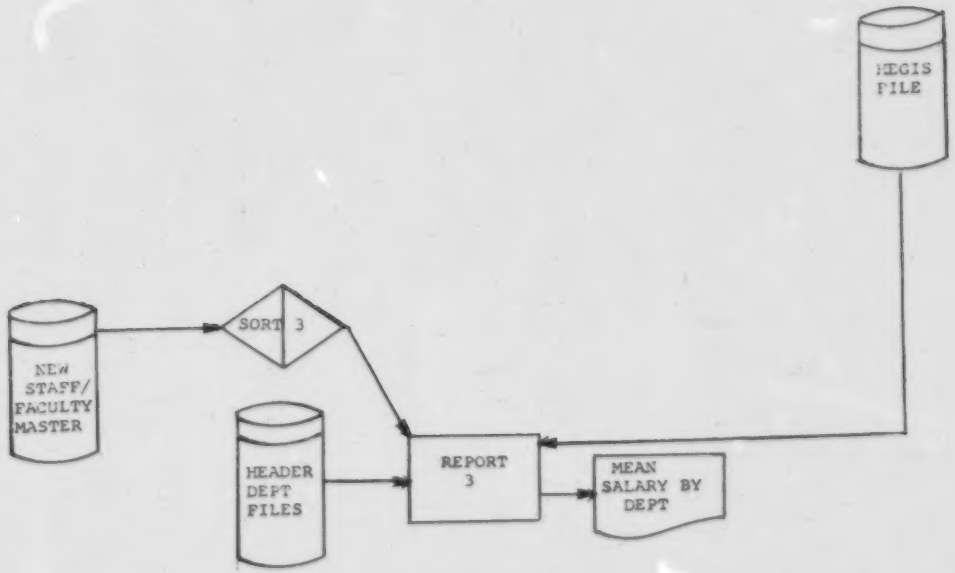
0220	110400		DEP01M2R	42
0221	110500		DEP02M2R	51
0222	110600		DEP03M2R	60
0223	110700		DEP04M2R	69
0224	110800		DEP05M2R	78
0225	110900		DEP06M2R	87
0226	111000		DEP07M2R	96
0227	111100		DEP08M2R	105
0228	111200		DEP09M2R	114
0229	111300		DEP10M2R	123
0230	111400		DEPMAL2R	132
0231	111500	T 01 L2		
0232	121900			17 *TOTALS*
0233	111700			32 *FEMALE*
0234	111800		DEP01F2R	42
0235	111900		DEP02F2R	51
0236	112000		DEP03F2R	60
0237	112100		DEP04F2R	69
0238	112200		DEP05F2R	78
0239	112300		DEP06F2R	87
0240	112400		DEP07F2R	96
0241	112500		DEP08F2R	105
0242	120100		DEP09F2R	114
0243	120200		DEP10F2R	123
0244	120300		DEPFMA2R	132

**
00NCI BANKER
01TEACHING ASST
02TEACHING ASSOC
03RESEARCH ASST
04RESEARCH ASSOC
05LECTURER
06INSTRUCTOR
07ASST PROF
08ASSOC PROF
09PROFESSOR



SORT 3
DEPARTMENT
FACULTY OR STAFF
MEGIS CLASSIFICATION
RACE

REPORT 3 FLOW

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Program 5 - Report 3, Mean Salary by Department

Processing Description: Program prepares a report showing, by department, the mean salary in each job classification by sex for each racial and ethnic group. Logic breaks occur on department and on HEGIS code within department.

Input: Sorted New Staff/Faculty Master File

Medium - Disk

Record Key - Payroll Number

Sequence - Ascending

Output: Report 3

Medium - Printer

Program:

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```
0001  0102 FADDROUT IP  F   3   3  3IT      FDISK45
0002  0103 FSTAFFMSTIP  F10241024R  I       DISK45
0003  0104 FREFFILE IC  F  30  30  4AI    3 DISK45
0004  01045FHEADER  IC  F  32  32  5AI    2 DISK45
0005  0105 FREPORT  O   F 132 132      OF   PRINTER
      0106 F*
      0107 F* REPORT IN SEQUENCE BY JOB CLASSIFICATION WITHIN DEPT.
      0108 F* ACCUMULATES TOTALS BY SEX FOR EACH RACIAL CATEGORY AND
      0109 F* REPORTS THESE TOTALS ON LEVEL BREAKS.


0006      E     ADDTOT STAFFMST
0007      E                    TAB A   1  10  2 0 TAB B  14


0008  020101STAFFMSTAA  01
0009  020201                                          153 157 DEPT  L4
0010  020401                                           43  43 FORS  L3
0011  020451                                           44  47 REGIS L2
0012  020501                                           48  48 RANK  L1
0013  020701                                           49  49 RACE
0014  020751                                           50  50 SEX
0015        I                                         103 132 ADDRESS
0016        I                                         133 137 ACTSAL
0017  020201FREFILE BR  02   1 C1   2 C2
0018  021001                                            7  30 DESC
0019  021101HEADER  CC  02
0020  021201                                           10  25 FIRNAME

0021  030100   L4      DEPT      CHAINHEADER                    42
0022        C  L4M4              MOVE FIRNAME   DESTINA 1
0023        C  L3      FORS      COMP DEP                       47
0024  030300   L2      REGIS     CHAINNOFILE                    50
0025  030400   L2M50              MOVE DESC      DESCR  24
0026  040100   L2M51              SETOF                        202122
0027  040200   L2M52              SETOF                        232425
0028  040300   L2M53              SETOF                        262728
0029  040400   L2M54              SETOF                        293031
0030  040500   L2M55              SETOF                        323334
0031  040600   L2M56              SETOF                        353637
0032  040700   L2M57              SETOF                        3839
0033  040100   L1 M1              SETOF                        202122
0034  040200   L1 M2              SETOF                        232425
0035  040300   L1 M3              SETOF                        262728
0036  040400   L1 M4              SETOF                        293031
0037  040500   L1 M5              SETOF                        323334
0038  040600   L1 M6              SETOF                        353637
0039  040700   L1 M7              SETOF                        3839
0040        C  L1                SETOF                        4041
```

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```
0041        C   L1        ECRS      COMP '5'                              51
0042        C   L1 51     BANK      EXCEPTARA     TAXX                    42
0043        C   L1 49               MOVE TAX      AMOUNT TO
0044        C   01        ARDDTS    COMP 10                               44
0045        C   01 45     ACTSAL    DIV  12       MONTH   ACT
0046        C   01 46     MONTH     MULT 12       SALARY  50
0047        C   01 46               Z-ADD ACTSAL  SALARY
0048  C30700C  01          SEX      COMP 'F'                              52
0049  C30800C  01          RACE     COMP '1'                              53
0050  C30700C  01 53N52CNT01M       ADD  1        CNT01M  50
0051  C30800C  01 53 52CNT01F       ADD  1        CNT01F  50
0052  C10100C  01 53N52SAL01M       ADD  SALARY   SAL01M  70 20
0053  C10300C  01 53 52SAL01F       ADD  SALARY   SAL01F  70 21
0054  C30900C  01 53                GOTO END
0055  C31000C  01          RACE     COMP '2'                              54
0056  C31100C  01 54N52CNT02M       ADD  1        CNT02M  50
0057  C31200C  01 54 52CNT02F       ADD  1        CNT02F  50
0058  C31040C  01 54N52SAL02M       ADD  SALARY   SAL02M  70 22
0059  C10500C  01 54 52SAL02F       ADD  SALARY   SAL02F  70 23
0060  C31300C  01 54                GOTO END
0061  C31400C  01          RACE     COMP '3'                              55
0062  C31500C  01 55N52CNT03M       ADD  1        CNT03M  50
0063  C31400C  01 55 52CNT03F       ADD  1        CNT03F  50
0064  C10600C  01 55N52SAL03M       ADD  SALARY   SAL03M  70 24
0065  C10700C  01 55 52SAL03F       ADD  SALARY   SAL03F  70 25
0066  C31700C  01 55                GOTO END
0067  C31800C  01          RACE     COMP '4'                              56
0068  03190OC  01 56N52CNT04M       ADD  1        CNT04M  50
0069  03200OC  01 56 52CNT04F       ADD  1        CNT04F  50
0070  01080OC  01 56N52SAL04M       ADD  SALARY   SAL04M  70 26
0071  01090OC  01 56 52SAL04F       ADD  SALARY   SAL04F  70 27
0072  03210OC  01 56                GOTO END
0073  04012OC  01          RACE     COMP '5'                              57
0074  04020OC  01 57N52CNT05M       ADD  1        CNT05M  50
0075  04030OC  01 57 52CNT05F       ADD  1        CNT05F  50
0076  01100OC  01 57N52SAL05M       ADD  SALARY   SAL05M  70 28
0077  01110OC  01 57 52SAL05F       ADD  SALARY   SAL05F  70 29
0078  04040OC  01 57                GOTO END
0079  04050OC  01          RACE     COMP '6'                              58
0080  04060OC  01 58N52CNT06M       ADD  1        CNT06M  50
0081  04070OC  01 58 52CNT06F       ADD  1        CNT06F  50
0082  01120OC  01 58N52SAL06M       ADD  SALARY   SAL06M  70 30
0083  01130OC  01 58 52SAL06F       ADD  SALARY   SAL06F  70 31
0084  04080OC  01 58                GOTO END
0085  04090OC  01          RACE     COMP '7'                              59
0086  04100OC  01 59N52CNT07M       ADD  1        CNT07M  50
0087  04110OC  01 59 52CNT07F       ADD  1        CNT07F  50
0088  01140OC  01 59N52SAL07M       ADD  SALARY   SAL07M  70 32
0089  01150OC  01 59 52SAL07F       ADD  SALARY   SAL07F  70 33
0090  04120OC  01 59                GOTO END
0091  04130OC  01          RACE     COMP '8'                              60
0092  04140OC  01 60N52CNT08M       ADD  1        CNT08M  50
0093  04150OC  01 60 52CNT08F       ADD  1        CNT08F  50
0094  01160OC  01 60N52SAL08M       ADD  SALARY   SAL08M  70 34
0095  01170OC  01 60 52SAL08F       ADD  SALARY   SAL08F  70 35
0096  04160OC  01 60                GOTO END
0097  04170OC  01          RACE     COMP '9'                              61
0098  04180OC  01 61N52CNT09M       ADD  1        CNT09M  50
0099  04190OC  01 61 52CNT09F       ADD  1        CNT09F  50
0100  01180OC  01 61N52SAL09M       ADD  SALARY   SAL09M  70 36
0101  01190OC  01 61 52SAL09F       ADD  SALARY   SAL09F  70 37
```

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```
0102  042000  01 51
0103  042100  01        PAGE
0104  042200  01 62N52CNT10M
0105  042300  01 62 52CNT10F
0106  012000  01 62N52SAL10M
0107  012100  01 62 52SAL10F
0108  042400           END
0109  0401 C  01
0110  0402 C  01
0111  0403 C  01
0112  0404 C  01
0113        CL1 51
0114  02010CL1 20 51    SAL01M
0115  02020CL1 22 51    SAL02M
0116  02030CL1 24 51    SAL03M
0117  02040CL1 26 51    SAL04M
0118  02050CL1 28 51    SAL05M
0119  02060CL1 30 51    SAL06M
0120  02070CL1 32 51    SAL07M
0121  02080CL1 34 51    SAL08M
0122  02090CL1 36 51    SAL09M
0123  02100CL1 38 51    SAL10M
0124  0211CCL1 51       TOTMAL
0125  0212CCL1 51       TOTMAL
0126  0213CCL1 51       TOTMAL
0127  0214CCL1 51       TOTMAL
0128  0215CCL1 51       TOTMAL
0129  0216CCL1 51       TOTMAL
0130  0217CCL1 51       TOTMAL
0131  0218CCL1 51       TOTMAL
0132  0219CCL1 51       TOTMAL
0133  0220CCL1 51       TOTMAL
0134        CL1 51       CCUNT1
0135        CL1 51       CCUNT2
0136        CL1 51       CCUNT3
0137        CL1 51       CCUNT4
0138        CL1 51       CCUNT5
0139        CL1 51       CCUNT6
0140        CL1 51       CCUNT7
0141        CL1 51       CCUNT8
0142        CL1 51       CCUNT9
0143        CL1 51       CCUNT0
0144        CL1 51 49    TOTMAL
0145        CL1 51       CCUNT1
0146  02010CL1    51     SAL01M
0147  02020CL1    51     SAL02M
0148  02030CL1    51     SAL03M
0149  02040CL1    51     SAL04M
0150  02050CL1    51     SAL05M
0151  02060CL1    51     SAL06M
0152  02070CL1    51     SAL07M
0153  02080CL1    51     SAL08M
0154  02090CL1    51     SAL09M
0155  02100CL1    51     SAL10M
0156  0201 CL1    51     CNT01M
0157  0202 CL1    51     CNT02M
0158  0203 CL1    51     CNT03M
0159  0204 CL1    51     CNT04M
0160  0205 CL1    51     CNT05M
0161  0206 CL1    51     CNT06M
0162  0207 CL1    51     CNT07M
```

```
      GOTO END
      COMP 101
ADD   1
ADD   1
ADD   SALARY
ADD   SALARY
TAX
SETCF
SETCF
SETCF
SETCF
SETCF
DIV   CNT01M
DIV   CNT02M
DIV   CNT03M
DIV   CNT04M
DIV   CNT05M
DIV   CNT06M
DIV   CNT07M
DIV   CNT08M
DIV   CNT09M
DIV   CNT10M
ADD   SAL01M
ADD   SAL02M
ADD   SAL03M
ADD   SAL04M
ADD   SAL05M
ADD   SAL06M
ADD   SAL07M
ADD   SAL08M
ADD   SAL09M
ADD   CNT01M
ADD   CNT02M
ADD   CNT03M
ADD   CNT04M
ADD   CNT05M
ADD   CNT06M
ADD   CNT07M
ADD   CNT08M
ADD   CNT09M
ADD   CNT10M
DIV   CCUNT1
SUB   CCUNT1
SUB   SAL01M
SUB   SAL02M
SUB   SAL03M
SUB   SAL04M
SUB   SAL05M
SUB   SAL06M
SUB   SAL07M
SUB   SAL08M
SUB   SAL09M
SUB   SAL10M
SUB   CNT01M
SUB   CNT02M
SUB   CNT03M
SUB   CNT04M
SUB   CNT05M
SUB   CNT06M
SUB   CNT07M
```

```
                    62
CNT10M  50
CNT10F  50
SAL10M  70 38
SAL10F  70 39

        5354
        555657
        585960
        6162
        45
PRT01M  70H
PRT02M  70H
PRT03M  70H
PRT04M  70H
PRT05M  70H
PRT06M  70H
PRT07M  70H
PRT08M  70H
PRT09M  70H
PRT10M  70H
TOTMAL  70
TOTMAL
TOTMAL
TOTMAL
TOTMAL
TOTMAL
TOTMAL
TOTMAL
TOTMAL
TOTMAL
TOTMAL      45
CCUNT1  41
CCUNT2  40
CCUNT3
CCUNT4
CCUNT5
CCUNT6
CCUNT7
CCUNT8
CCUNT9
CCUNT0
TOTMAL
CCUNT1
SAL01M
SAL02M
SAL03M
SAL04M
SAL05M
SAL06M
SAL07M
SAL08M
SAL09M
SAL10M
CNT01M
CNT02M
CNT03M
CNT04M
CNT05M
CNT06M
CNT07M
```

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[illegible]	[illegible]		51	CNTOFM	SUB	[illegible]	[illegible]		
[illegible]	[illegible]		51	[illegible]	SUB	[illegible]	[illegible]		
[illegible]	[illegible]		51	[illegible]	SUB	[illegible]	[illegible]		
[illegible]	[illegible]	51			SUBF				44
[illegible]	[illegible]	21	51	SAL01F	DIV	[illegible]	[illegible]	[illegible]	
[illegible]	[illegible]	23	51	SAL03F	DIV	[illegible]	[illegible]	[illegible]	
[illegible]	[illegible]	25	51	SAL05F	DIV	[illegible]	[illegible]	[illegible]	
[illegible]	[illegible]	27	51	SAL06F	DIV	[illegible]	[illegible]	[illegible]	
[illegible]	[illegible]	29	51	SAL08F	DIV	[illegible]	[illegible]	[illegible]	
0172	03040CL1	31	51	SAL10F	DIV	CNT01F	PRT01F	70H	
0173	03070CL1	33	51	SAL07F	DIV	CNT07F	PRT07F	70H	
0174	03090CL1	35	51	SAL09F	DIV	CNT09F	PRT09F	70H	
0175	[illegible]	37	51	SAL03F	DIV	[illegible]	[illegible]	[illegible]	
0176	03100CL1	39	51	SAL10F	DIV	[illegible]	[illegible]	[illegible]	
0177	03110CL1	51		TOTEFM	ADD	[illegible]	TOTEFM	70	
0178	03120CL1	51		TOTEF4	ADD	SAL02F	TOTEFM	70	
0179	03130CL1	51		TOTEFM	ADD	SAL03F	TOTEFM	70	
0180	03140CL1	51		TOTEFM	ADD	SAL04F	TOTEFM	70	
0181	[illegible]	51		TOTEFM	ADD	SAL05F	TOTEFM	70	
0182	[illegible]	51		TOTEFM	ADD	SAL06F	TOTEFM	70	
0183	[illegible]	51		TOTEFM	ADD	SAL07F	TOTEFM	70	
0184	03180CL1	51		TOTEFM	ADD	SAL08F	TOTEFM	70	
0185	03190CL1	51		TOTEFM	ADD	SAL09F	TOTEFM	70	
0186	03200CL1	51		TOTEFM	ADD	SAL10F	TOTEFM		44
0187	CL1	51		COUNTF	ADD	CNT01F	COUNTF	40	
0188	CL1	51		COUNTF	ADD	CNT02F	COUNTF	40	
0189	CL1	51		COUNTF	ADD	CNT03F	COUNTF	40	
0190	CL1	51		COUNTF	ADD	CNT04F	COUNTF	40	
0191	CL1	51		COUNTF	ADD	CNT05F	COUNTF	40	
0192	CL1	51		COUNTF	ADD	CNT06F	COUNTF	40	
0193	CL1	51		COUNTF	ADD	CNT07F	COUNTF	40	
0194	CL1	51		COUNTF	ADD	CNT08F	COUNTF	40	
0195	CL1	51		COUNTF	ADD	CNT09F	COUNTF	40	
0196	CL1	51		COUNTF	ADD	CNT10F	COUNTF		
0197	CL1	51	44	TOTEFM	DIV	COUNTF	TOTEFM		
0198	CL1	51		COUNTF	SUB	COUNTF	COUNTF		
0199	03010CL1		51	SAL01F	SUB	SAL01F	SAL01F		
0200	03020CL1		51	SAL02F	SUB	SAL02F	SAL02F		
0201	03030CL1		51	SAL03F	SUB	SAL03F	SAL03F		
0202	03040CL1		51	SAL04F	SUB	SAL04F	SAL04F		
0203	03050CL1		51	SAL05F	SUB	SAL05F	SAL05F		
0204	03060CL1		51	SAL06F	SUB	SAL06F	SAL06F		
0205	03070CL1		51	SAL07F	SUB	SAL07F	SAL07F		
0206	03080CL1		51	SAL08F	SUB	SAL08F	SAL08F		
0207	03090CL1		51	SAL09F	SUB	SAL09F	SAL09F		
0208	03100CL1		51	SAL10F	SUB	SAL10F	SAL10F		
0209	03010CL1		51	CNT01F	SUB	CNT01F	CNT01F		
0210	03020CL1		51	CNT02F	SUB	CNT02F	CNT02F		
0211	03030CL1		51	CNT03F	SUB	CNT03F	CNT03F		
0212	03040CL1		51	CNT04F	SUB	CNT04F	CNT04F		
0213	03050CL1		51	CNT05F	SUB	CNT05F	CNT05F		
0214	03060CL1		51	CNT06F	SUB	CNT06F	CNT06F		
0215	03070CL1	*	51	CNT07F	SUB	CNT07F	CNT07F		
0216	03080CL1		51	CNT08F	SUB	CNT08F	CNT08F		
0217	03090CL1		51	CNT09F	SUB	CNT09F	CNT09F		
0218	03100CL1		51	CNT10F	SUB	CNT10F	CNT10F		
0219	02010CL2	20N	51	SAL01M	DIV	CNT01M	PRT01M	70H	
0220	02020CL2	22N	51	SAL02M	DIV	CNT02M	PRT02M	70H	
0221	02030CL2	24N	51	SAL03M	DIV	CNT03M	PRT03M	70H	
0222	02040CL2	26N	51	SAL04M	DIV	CNT04M	PRT04M	70H	
0223	02050CL2	28N	51	SAL05M	DIV	CNT05M	PRT05M	70H	

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```
0224   0205CCL2 30N51   SAL06M      DIV  CNT06M   PRT06M  70H
0225   0207CCL2 32N51   SAL07M      DIV  CNT07M   PRT07M  70H
0226   0209CCL2 34N51   SAL08M      DIV  CNT08M   PRT08M  70H
0227   0211CCL2 36N51   SAL09M      DIV  CNT09M   PRT09M  70H
0228   0213CCL2 38N51   SAL10M      DIV  CNT10M   PRT10M  70H
0229         CL2N51                 SETCE                    45
0230   0211CCL2N51      TOTMAL      ADD  SAL01M   TOTMAL  70
0231   0212CCL2N51      TOTMAL      ADD  SAL02M   TOTMAL
0232   0213CCL2N51      TOTMAL      ADD  SAL03M   TOTMAL
0233   0214CCL2N51      TOTMAL      ADD  SAL04M   TOTMAL
0234   0215CCL2N51      TOTMAL      ADD  SAL05M   TOTMAL
0235   0216CCL2N51      TOTMAL      ADD  SAL06M   TOTMAL
0236   0217CCL2N51      TOTMAL      ADD  SAL07M   TOTMAL
0237   0218CCL2N51      TOTMAL      ADD  SAL08M   TOTMAL
0238   0219CCL2N51      TOTMAL      ADD  SAL09M   TOTMAL
0239   0220CCL2N51      TOTMAL      ADD  SAL10M   TOTMAL      45
0240         CL2N51     COUNTM      ADD  CNT01M   COUNTM
0241         CL2N51     COUNTM      ADD  CNT02M   COUNTM
0242         CL2N51     COUNTM      ADD  CNT03M   COUNTM
0243         CL2N51     COUNTM      ADD  CNT04M   COUNTM
0244         CL2N51     COUNTM      ADD  CNT05M   COUNTM
0245         CL2N51     COUNTM      ADD  CNT06M   COUNTM
0246         CL2N51     COUNTM      ADD  CNT07M   COUNTM
0247         CL2N51     COUNTM      ADD  CNT08M   COUNTM
0248         CL2N51     COUNTM      ADD  CNT09M   COUNTM
0249         CL2N51     COUNTM      ADD  CNT10M   COUNTM      45
0250         CL2N51     COUNTE      SUB  CNT01M   COUNTE
0251         CL2N51     COUNTE      SUB  SAL01M   SAL01M
0252   0201CCL2 -1N51   SAL01M      SUB  SAL02M   SAL02M
0253   0202CCL2 -1N51   SAL02M      SUB  SAL03M   SAL03M
0254   0203CCL2 -1N51   SAL03M      SUB  SAL04M   SAL04M
0255   0204CCL2 -1N51   SAL04M      SUB  SAL05M   SAL05M
0256   0205CCL2 -1N51   SAL05M      SUB  SAL06M   SAL06M
0257   0206CCL2 -1N51   SAL06M      SUB  SAL07M   SAL07M
0258   0207CCL2 -1N51   SAL07M      SUB  SAL08M   SAL08M
0259   0208CCL2 -1N51   SAL08M      SUB  SAL09M   SAL09M
0260   0209CCL2 -1N51   SAL09M      SUB  SAL10M   SAL10M
0261   0210CCL2 -1N51   SAL10M      SUB  CNT01M   CNT01M
0262   0201CCL2 -2N51   CNT01M      SUB  CNT02M   CNT02M
0263   0202CCL2 -2N51   CNT02M      SUB  CNT03M   CNT03M
0264   0203CCL2 -2N51   CNT03M      SUB  CNT04M   CNT04M
0265   0204CCL2 -2N51   CNT04M      SUB  CNT05M   CNT05M
0266   0205CCL2 -2N51   CNT05M      SUB  CNT06M   CNT06M
0267   0206CCL2 -2N51   CNT06M      SUB  CNT07M   CNT07M
0268   0207CCL2 -2N51   CNT07M      SUB  CNT08M   CNT08M
0269   0208CCL2 -2N51   CNT08M      SUB  CNT09M   CNT09M
0270   0209CCL2 -2N51   CNT09M      SUB  CNT10M   CNT10M
0271   0210CCL2 -2N51   CNT10M      DIV  CNT01M   PRT01M  70H
0272   0201CCL2 25N51   SAL01F      DIV  CNT02M   PRT02M  70H
0273   0202CCL2 25N51   SAL02F      DIV  CNT03M   PRT03M  70H
0274   0203CCL2 25N51   SAL03F      DIV  CNT04M   PRT04M  70H
0275   0204CCL2 27N51   SAL04F      DIV  CNT05M   PRT05M  70H
0276   0205CCL2 29N51   SAL05F      DIV  CNT06M   PRT06M  70H
0277   0206CCL2 31N51   SAL06F      DIV  CNT07M   PRT07M  70H
0278   0207CCL2 33N51   SAL07F      DIV  CNT08M   PRT08M  70H
0279   0208CCL2 35N51   SAL08F      DIV  CNT09M   PRT09M  70H
0280   0209CCL2 37N51   SAL09F      DIV  CNT10M   PRT10M  70H
0281   0210CCL2 39N51   SAL10F      SETCE                    44
0282         CL2N51                 ADD  SAL01F   TOTFEM  70
0283   0211CCL2N51      TOTFEM      ADD  SAL02F   TOTFEM
0284   0212CCL2N51      TOTFEM      ADD  SAL03F   TOTFEM
```

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```
0225  C2120CL2N51        TOTFEM   ADD  SAL02F   TOTFEM   20
0226  C2140CL2N51        TOTFEM   ADD  SAL04F   TOTFEM   20
0227  C2160CL2N51        TOTFEM   ADD  SAL06F   TOTFEM   20
0228  C2180CL2N51        TOTFEM   ADD  SAL07F   TOTFEM   20
0229  C2190CL2N51        TOTFEM   ADD  SAL08F   TOTFEM   20
0230  C2200CL2N51        TOTFEM   ADD  SAL09F   TOTFEM   20
0231  C2360CL2N51        TOTFEM   ADD  SAL10F   TOTFEM      44
0232        CL2N51       COUNTF   ADD  CNT01F   COUNTF
0233        CL2N51       COUNTF   ADD  CNT02F   COUNTF
0234        CL2N51       COUNTF   ADD  CNT03F   COUNTF
0235        CL2N51       COUNTF   ADD  CNT04F   COUNTF
0236        CL2N51       COUNTF   ADD  CNT05F   COUNTF
0237        CL2N51       COUNTF   ADD  CNT06F   COUNTF
0238        CL2N51       COUNTF   ADD  CNT07F   COUNTF
0239        CL2N51       COUNTF   ADD  CNT08F   COUNTF
0240        CL2N51       COUNTF   ADD  CNT09F   COUNTF
0241        CL2N51       COUNTF   ADD  CNT10F   COUNTF      44
0242        CL2N51 44    TOTFEM   DIV  COUNTF   TOTFEM
0243        CL2N51       COUNTM   SUB  COUNTM   COUNTM
0244  C3010CL2   N51     SAL01F   SUB  SAL01F   SAL01F
0245  C3020CL2   N51     SAL02F   SUB  SAL02F   SAL02F
0246  C3030CL2   N51     SAL03F   SUB  SAL03F   SAL03F
0247  C3040CL2   N51     SAL04F   SUB  SAL04F   SAL04F
0248  C3050CL2   N51     SAL05F   SUB  SAL05F   SAL05F
0249  C3060CL2   N51     SAL06F   SUB  SAL06F   SAL06F
0250  C3070CL2   N51     SAL07F   SUB  SAL07F   SAL07F
0251  C3080CL2   N51     SAL08F   SUB  SAL08F   SAL08F
0252  C3090CL2   N51     SAL09F   SUB  SAL09F   SAL09F
0253  C3100CL2   N51     SAL10F   SUB  SAL10F   SAL10F
0254  C3010CL2   N51     CNT01F   SUB  CNT01F   CNT01F
0255  C3020CL2   N51     CNT02F   SUB  CNT02F   CNT02F
0256  C3030CL2   N51     CNT03F   SUB  CNT03F   CNT03F
0257  C3040CL2   N51     CNT04F   SUB  CNT04F   CNT04F
0258  C3050CL2   N51     CNT05F   SUB  CNT05F   CNT05F
0259  C3060CL2   N51     CNT06F   SUB  CNT06F   CNT06F
0260  C3070CL2   N51     CNT07F   SUB  CNT07F   CNT07F
0261  C3080CL2   N51     CNT08F   SUB  CNT08F   CNT08F
0262  C3090CL2   N51     CNT09F   SUB  CNT09F   CNT09F
0263  C3100CL2   N51     CNT10F   SUB  CNT10F   CNT10F

0265  08010CREPORT  H  102   1P
0266  08020C        OR       OF
0267  08030C                              13 'DATE'
0268  08040C                    UDATE Y   22
0269  08050C                              74 'TUSKEGEE INSTITUTE'
0270  08060C                             115 'PAGE'
0271  08070C                    PAGE  Z  120
0272  08080C        H  2   1P
0273  08090C        OR       OF
0274  08100C    4                         68 'AUTOMATED AFFIRMATIVE AC'
0275  08110C                              86 'TION - MEAN SALARY'
0276  08120C        H  1   1P
0277  08130C        OR       OF
0278  08140C                               3 'JOB'
0279  08150C                              18 'ASIAN'
0280  08160C                              29 'BLACK'
0281  08170C                              42 'AMERICAN'
0282  08180C                              53 'CHICANO'
```

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```
0343  051600                                          62 'OTHER'
0344  052000                                          73 'WHITE'
0345  052100                                          85 'FOREIGN'
0346  052200                                          95 'INDIA'
0347  052300                                         119 'REFUSE TO'
0348  052400                                         130 'TOTAL'
0349  0001 0        M  2      10
0350  0002 0        CE        CE
0351  060300                                           5 'CLASS'
0352  060400                                          20 'AMERICAN'
0353  060500                                          31 'AMERICAN'
0354  060600                                          41 'INDIAN'
0355  060700                                          52 'NEX/AMER'
0356  060800                                          64 'AMERICAN'
0357  060900                                          75 'AMERICAN'
0358  061000                                          84 'EMPLOYEES'
0359  061100                                          96 'INDIANS'
0360  061200                                         109 'EGYPTIANS'
0361  061300                                         119 'INDICATE'
0362  061400                                         132 'EAC/STAFF'
0363  0613 0        D  1      14
0364  061300        CE        CE
0365  061300                                           7 'POST, -'
0366  061400                                          20 'ID NAME'
0367  061500                  *47       OPTION        27
0368  0015 1        D  2      12
0369  061520                  47                      14 '---FACILITY---'
0370  061530                  *47                     12 '---STAFF---'
0371  061540        D  1      12
0372  061550                  *50       OPTION  2     24
0373  061600                  50        STATUS  0      2
0374  061670                  50                      20 '- AF TITLE'
0375        D       TE 1      11 51
0376        D                 *47                     20 'NOT CODED'
0377  061700                  47        *ANNUAL 0     22
0378  061800       TE 1       12*51
0379  061900       CE 1       11 51
0380  062000                                           7 'ANLC'
0381  062100                            DUTCH*20      20
0382  062200                            DUTCH*20      31
0383  062300                            DUTCH*20      42
0384  062400                            DUTCH*20      53
0385  062500                            DUTCH*20      64
0386  062600                            DUTCH*20      75
0387  062700                            DUTCH*20      86
0388  062800                            DUTCH*20      97
0389  062900                            DUTCH*20     108
0390  063000                            DUTCH*20     119
0391  063100                            DUTCH*20     130
0392  1000 0        TE 2      12*51
0393  100000        CE 2      11 51
0394  100000                                           7 'FEMALE'
0395  071200                            DUTCH*20      20
0396  071400                            DUTCH*20      31
0397  071500                            DUTCH*20      42
0398  071600                            DUTCH*20      53
0399  071700                            DUTCH*20       4
0400  071800                            DUTCH*20      75
0401  071900                            DUTCH*20      86
0402  072000                            DUTCH*20      97
0403  072100                            DUTCH*20     108
```

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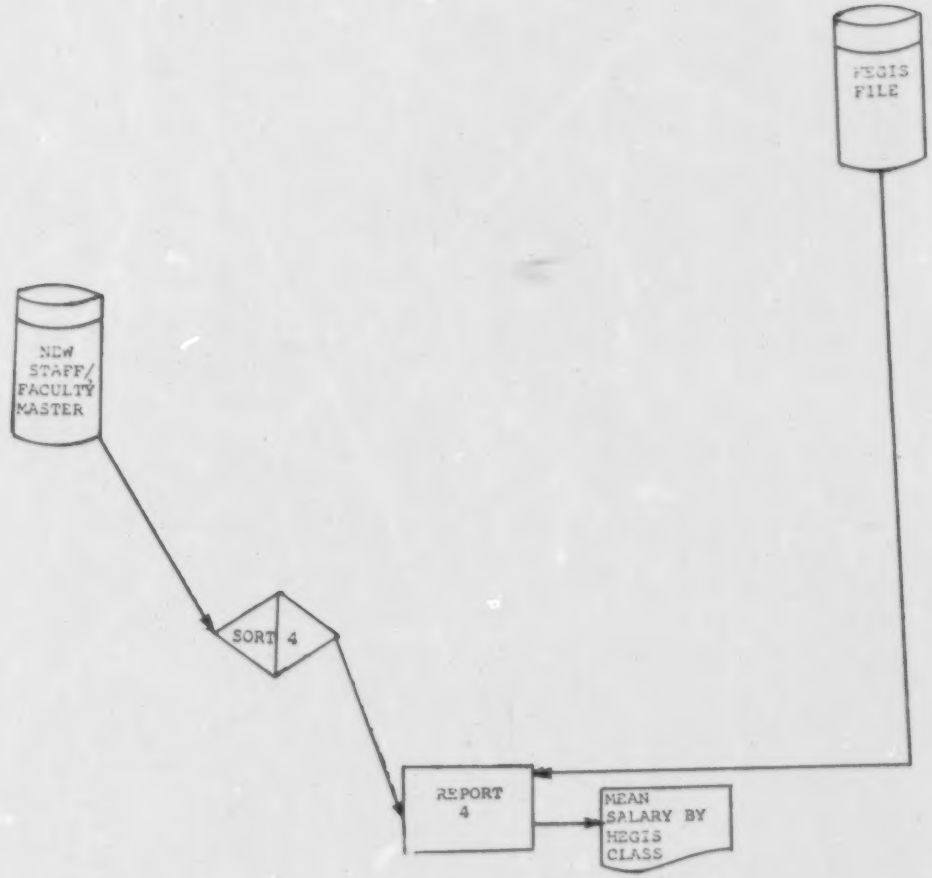

SORT 4
HEGIS CLASSIFICATION
FACULTY OR STAFF
RANK

REPORT 4 FLOW

Program 6 - Report 4, Mean Salary by HEGIS Classification

Processing Description: Program prepares a report giving, by job classification across department lines, the mean salary in each classification by sex for each racial and ethnic group. Logic breaks occur on HEGIS code.

Input: Sorted New Staff/Faculty Master File

Medium - Disk

Record Key - Payroll Number

Sequence - Ascending

Output: Report 4

Medium - Printer

Program:

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```
SYSTEM/3 MODEL 10 DISK      PROGRAM VERSION NO. MODIFICATION LEVEL 03

                H010C 016                                    11

0001  0102 FADDROUT IP  F  3  3  2IT     FDISK45
0002  0103 FSTAFFMSTIP  F102410240  I      DISK45
0003  0104 FREFFILE IC  F  30  300 48I    3 DISK45
0004  0105 FREPORT  O   F 132 132     OF     PRINTER
      0106 F*
      0107 F* REPORT IN SEQUENCE BY JOB CLASSIFICATION WITHIN DEPT.
      0108 F* ACCUMULATES TOTALS BY SEX FOR EACH RACIAL CATEGORY AND
      0109 F* REPORTS THESE TOTALS ON LEVEL BREAKS.

0005      F    ADDROUT STAFFMST
0006      F                    TABA    I  10  2 0 TABB   14

0007  02010ISTAFFMSTAA  01
0008  02040I                                    43  43 EQRS  L3
0009  02045I                                    44  47 HEGIS L2
0010  02050I                                    48  490RANK  L1
0011  02070I                                    41  41 RACE
0012  02080I                                    40  40 SEX
0013      I                                    103 1040APPDTE
0014      I                                    133 1370ACTSAL
0015  02090IREFFILE RP  02   1 CJ   2 CR
0016  02100I                                     7  30 DESC

0017      C   L3      EQRS     COMP *E*                      47
0018  03020C  L2      HEGIS    CHAINREFFILE          50
0019  03030C  L2N50            MOVE DESC      DESCR  24
0020  04010C  L2N51            SETOF                     202122
0021  04020C  L2N51            SETOF                     232425
0022  04030C  L2N51            SETOF                     262728
0023  04040C  L2N51            SETOF                     293031
0024  04050C  L2N51            SETOF                     323334
0025  04060C  L2N51            SETOF                     353637
0026  04070C  L2N51            SETOF                     3839
0027  04010C  L1  51           SETOF                     202122
0028  04020C  L1  51           SETOF                     232425
0029  04030C  L1  51           SETOF                     262728
0030  04040C  L1  51           SETOF                     293031
0031  04050C  L1  51           SETOF                     323334
0032  04060C  L1  51           SETOF                     353637
0033  04070C  L1  51           SETOF                     3839
0034      C   L1               SETOF                     4951
0035      C   L1       EQRS    COMP *E*                      51
0036      C   L1  51   RANK    LOKUPTABA      TABB               49
0037      C   L1  49           MOVE TABB      RANKNM 14
0038      C   01       APPDTE  COMP 10                       46
0039      C   01  46   ACTSAL  DIV  10        MONTH  50H
0040      C   01  46   MONTH   MULT 12        SALARY 50
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0041          C   01N46                 Z-ACCACTSAL     SALARY
0042  030500C     01       SEX          COMP '5'                              52
0043  030600C     01       RACE         COMP '1'                              53
0044  030700C     01 53A52CNT01M         ADD  1          CNT01M  50
0045  030800C     01 53 52CNT01F         ADD  1          CNT01F  50
0046  010100C     01 53N52SALC1M         ADD  SALARY     SAL01M  70 20
0047  010300C     01 53 52SAL01F         ADD  SALARY     SAL01F  70 21
0048  030900C     01 53                  GOTO END
0049  031000C     01       RACE         COMP '2'                              54
0050  031100C     01 54N52CNT02M         ADD  1          CNT02M  50
0051  031200C     01 54 52CNT02F         ADD  1          CNT02F  50
0052  010400C     01 54N52SAL02M         ADD  SALARY     SAL02M  70 22
0053  010500C     01 54 52SAL02F         ADD  SALARY     SAL02F  70 23
0054  031300C     01 54                  GOTO END
0055  031400C     01       RACE         COMP '3'                              55
0056  031500C     01 55N52CNT03M         ADD  1          CNT03M  50
0057  031600C     01 55 52CNT03F         ADD  1          CNT03F  50
0058  010600C     01 55N52SAL03M         ADD  SALARY     SAL03M  70 24
0059  010700C     01 55 52SAL03F         ADD  SALARY     SAL03F  70 25
0060  031700C     01 55                  GOTO END
0061  031800C     01       RACE         COMP '4'                              56
0062  031900C     01 56N52CNT04M         ADD  1          CNT04M  50
0063  032000C     01 56 52CNT04F         ADD  1          CNT04F  50
0064  010800C     01 56N52SAL04M         ADD  SALARY     SAL04M  70 26
0065  010900C     01 56 52SAL04F         ADD  SALARY     SAL04F  70 27
0066  032100C     01 56                  GOTO END
0067  040100C     01       RACE         COMP '5'                              57
0068  040200C     01 57N52CNT05M         ADD  1          CNT05M  50
0069  040300C     01 57 52CNT05F         ADD  1          CNT05F  50
0070  011000C     01 57N52SAL05M         ADD  SALARY     SAL05M  70 28
0071  011100C     01 57 52SAL05F         ADD  SALARY     SAL05F  70 29
0072  040400C     01 57                  GOTO END
0073  040500C     01       RACE         COMP '6'                              58
0074  040600C     01 58N52CNT06M         ADD  1          CNT06M  50
0075  040700C     01 58 52CNT06F         ADD  1          CNT06F  50
0076  011200C     01 58N52SAL06M         ADD  SALARY     SAL06M  70 30
0077  011300C     01 58 52SAL06F         ADD  SALARY     SAL06F  70 31
0078  040800C     01 58                  GOTO END
0079  040900C     01       RACE         COMP '7'                              59
0080  041000C     01 59N52CNT07M         ADD  1          CNT07M  50
0081  041100C     01 59 52CNT07F         ADD  1          CNT07F  50
0082  011400C     01 59N52SAL07M         ADD  SALARY     SAL07M  70 32
0083  011500C     01 59 52SAL07F         ADD  SALARY     SAL07F  70 33
0084  041200C     01 59                  GOTO END
0085  041300C     01       RACE         COMP '8'                              60
0086  041400C     01 60N52CNT08M         ADD  1          CNT08M  50
0087  041500C     01 60 52CNT08F         ADD  1          CNT08F  50
0088  011600C     01 60N52SAL08M         ADD  SALARY     SAL08M  70 34
0089  011700C     01 60 52SAL08F         ADD  SALARY     SAL08F  70 35
0090  041600C     01 60                  GOTO END
0091  041700C     01       RACE         COMP '9'                              61
0092  041800C     01 61N52CNT09M         ADD  1          CNT09M  50
0093  041900C     01 61 52CNT09F         ADD  1          CNT09F  50
0094  011800C     01 61N52SAL09M         ADD  SALARY     SAL09M  70 36
0095  011900C     01 61 52SAL09F         ADD  SALARY     SAL09F  70 37
0096  042000C     01 61                  GOTO END
0097  042100C     01       RACE         COMP '0'                              62
0098  042200C     01 62N52CNT10M         ADD  1          CNT10M  50
0099  042300C     01 62 52CNT10F         ADD  1          CNT10F  50
0100  012000C     01 62N52SAL10M         ADD  SALARY     SAL10M  70 38
0101  012100C     01 62 52SAL10F         ADD  SALARY     SAL10F  70 39
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```
0102  C43400                 END       TAS
0103  0401 C    01                     SETCF                                  5254
0104  0402 C    01                     SETCF                                  55551
0105  0403 C    01                     SETCF                                  5553
0106  0404 C    01                     SETCF                                  5562
0107        CL1 51                     SETCF                                  45
0108  C2010CL1 20 51   SAL01M  DIV  CNTC1M  PRTC1M  70H
0109  02020CL1 22 51   SAL02M  DIV  CNT02M  PRT02M  70H
0110  02030CL1 24 51   SAL03M  DIV  CNT03M  PRT03M  70H
0111  02040CL1 26 51   SAL04M  DIV  CNT04M  PRT04M  70H
0112  02050CL1 28 51   SAL05M  DIV  CNT05M  PRT05M  70H
0113  02060CL1 30 51   SAL05M  DIV  CNT05M  PRT05M  70H
0114  02070CL1 32 51   SAL07M  DIV  CNT07M  PRT07M  70H
0115  02080CL1 34 51   SAL08M  DIV  CNT03M  PRT08M  70H
0116  02090CL1 36 51   SAL09M  DIV  CNT09M  PRT09M  70H
0117  02100CL1 38 51   SAL10M  DIV  CNT10M  PRT10M  70H
0118  02110CL1 51      TOTMAL  ADD  SAL01M  TOTMAL  70
0119  02120CL1 51      TOTMAL  ADD  SAL02M  TOTMAL
0120  02130CL1 51      TOTMAL  ADD  SAL03M  TOTMAL
0121  02140CL1 51      TOTMAL  ADD  SAL04M  TOTMAL
0122  02150CL1 51      TOTMAL  ADD  SAL05M  TOTMAL
0123  02160CL1 51      TOTMAL  ADD  SAL06M  TOTMAL
0124  02170CL1 51      TOTMAL  ADD  SAL07M  TOTMAL
0125  02180CL1 51      TOTMAL  ADD  SAL08M  TOTMAL
0126  02190CL1 51      TOTMAL  ADD  SAL09M  TOTMAL
0127  02200CL1 51      TOTMAL  ADD  SAL10M  TOTMAL      45
0128        CL1 51     COUNTM  ADD  CNT01M  COUNTM  40
0129        CL1 51     COUNTM  ADD  CNT02M  COUNTM  40
0130        CL1 51     COUNTM  ADD  CNT03M  COUNTM
0131        CL1 51     COUNTM  ADD  CNT04M  COUNTM
0132        CL1 51     COUNTM  ADD  CNT05M  COUNTM
0133        CL1 51     COUNTM  ADD  CNT06M  COUNTM
0134        CL1 51     COUNTM  ADD  CNT07M  COUNTM
0135        CL1 51     COUNTM  ADD  CNT08M  COUNTM
0136        CL1 51     COUNTM  ADD  CNT09M  COUNTM
0137        CL1 51     COUNTM  ADD  CNT10M  COUNTM
0138        CL1 51 45  TOTMAL  DIV  COUNTM  TOTMAL
0139        CL1 51     COUNTM  SUB  COUNTM  COUNTM
0140  02010CL1    51   SAL01M  SUB  SAL01M  SAL01M
0141  02020CL1    51   SAL02M  SUB  SAL02M  SAL02M
0142  02030CL1    51   SAL03M  SUB  SAL03M  SAL03M
0143  02040CL1    51   SAL04M  SUB  SAL04M  SAL04M
0144  02050CL1    51   SAL05M  SUB  SAL05M  SAL05M
0145  02060CL1    51   SAL06M  SUB  SAL06M  SAL06M
0146  02070CL1    51   SAL07M  SUB  SAL07M  SAL07M
0147  02080CL1    51   SAL08M  SUB  SAL08M  SAL08M
0148  02090CL1    51   SAL09M  SUB  SAL09M  SAL09M
0149  02100CL1    51   SAL10M  SUB  SAL10M  SAL10M
0150  02010CL1    51   CNT01M  SUB  CNT01M  CNT01M
0151  02020CL1    51   CNT02M  SUB  CNT02M  CNT02M
0152  02030CL1    51   CNT03M  SUB  CNT03M  CNT03M
0153  02040CL1    51   CNT04M  SUB  CNT04M  CNT04M
0154  02050CL1    51   CNT05M  SUB  CNT05M  CNT05M
0155  02060CL1    51   CNT06M  SUB  CNT06M  CNT06M
0156  02070CL1    51   CNT07M  SUB  CNT07M  CNT07M
0157  02080CL1    51   CNT08M  SUB  CNT08M  CNT08M
0158  02090CL1    51   CNT09M  SUB  CNT09M  CNT09M
0159  02100CL1    51   CNT10M  SUB  CNT10M  CNT10M
0160        CL1 51     SETCF                          44
0161  02010CL1 21 51   SAL01F  DIV  CNT01F  PRT01F  70H
0162  02020CL1 23 51   SAL02F  DIV  CNT02F  PRT02F  70H
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```
0163  03030CL1 25 51    SAL03F    DIV  CNT03F    PRT03F   70H
0164  03040CL1 27 51    SAL04F    DIV  CNT04F    PRT04F   70H
0165  03050CL1 29 51    SAL05F    DIV  CNT05F    PRT05F   70H
0166  03060CL1 31 51    SAL06F    DIV  CNT06F    PRT06F   70H
0167  03070CL1 33 51    SAL07F    DIV  CNT07F    PRT07F   70H
0168  03080CL1 35 51    SAL08F    DIV  CNT08F    PRT08F   70H
0169  03090CL1 37 51    SAL09F    DIV  CNT09F    PRT09F   70H
0170  03100CL1 39 51    SAL10F    DIV  CNT10F    PRT10F   70H
0171  03110CL1 51       TOTFFM    ADD  SAL01F    TOTFFM   70
0172  03120CL1 51       TOTFFM    ADD  SAL02F    TOTFFM   70
0173  03130CL1 51       TOTFFM    ADD  SAL03F    TOTFFM   70
0174  03140CL1 51       TOTFFM    ADD  SAL04F    TOTFFM   70
0175  03150CL1 51       TOTFFM    ADD  SAL05F    TOTFFM   70
0176  03160CL1 51       TOTFFM    ADD  SAL06F    TOTFFM   70
0177  03170CL1 51       TOTFFM    ADD  SAL07F    TOTFFM   70
0178  03180CL1 51       TOTFFM    ADD  SAL08F    TOTFFM   70
0179  03190CL1 51       TOTFFM    ADD  SAL09F    TOTFFM   70
0180  03200CL1 51       TOTFFM    ADD  SAL10F    TOTFFM      44
0181        CL1 51      COUNTF    ADD  CNT01F    COUNTF   40
0182        CL1 51      COUNTF    ADD  CNT02F    COUNTF   40
0183        CL1 51      COUNTF    ADD  CNT03F    COUNTF   40
0184        CL1 51      COUNTF    ADD  CNT04F    COUNTF   40
0185        CL1 51      COUNTF    ADD  CNT05F    COUNTF   40
0186        CL1 51      COUNTF    ADD  CNT06F    COUNTF   40
0187        CL1 51      COUNTF    ADD  CNT07F    COUNTF   40
0188        CL1 51      COUNTF    ADD  CNT08F    COUNTF   40
0189        CL1 51      COUNTF    ADD  CNT09F    COUNTF   40
0190        CL1 51      COUNTF    ADD  CNT10F    COUNTF
0191        CL1 51 44   TOTFFM    DIV  COUNTF    TOTFFM
0192        CL1 51      COUNTF    SUB  COUNTF    COUNTF
0193  03010CL1    51    SAL01F    SUB  SAL01F    SAL01F
0194  03020CL1    51    SAL02F    SUB  SAL02F    SAL02F
0195  03030CL1    51    SAL03F    SUB  SAL03F    SAL03F
0196  03040CL1    51    SAL04F    SUB  SAL04F    SAL04F
0197  03050CL1    51    SAL05F    SUB  SAL05F    SAL05F
0198  03060CL1    51    SAL06F    SUB  SAL06F    SAL06F
0199  03070CL1    51    SAL07F    SUB  SAL07F    SAL07F
0200  03080CL1    51    SAL08F    SUB  SAL08F    SAL08F
0201  03090CL1    51    SAL09F    SUB  SAL09F    SAL09F
0202  03100CL1    51    SAL10F    SUB  SAL10F    SAL10F
0203  03010CL1    51    CNT01F    SUB  CNT01F    CNT01F
0204  03020CL1    51    CNT02F    SUB  CNT02F    CNT02F
0205  03030CL1    51    CNT03F    SUB  CNT03F    CNT03F
0206  03040CL1    51    CNT04F    SUB  CNT04F    CNT04F
0207  03050CL1    51    CNT05F    SUB  CNT05F    CNT05F
0208  03060CL1    51    CNT06F    SUB  CNT06F    CNT06F
0209  03070CL1    51    CNT07F    SUB  CNT07F    CNT07F
0210  03080CL1    51    CNT08F    SUB  CNT08F    CNT08F
0211  03090CL1    51    CNT09F    SUB  CNT09F    CNT09F
0212  03100CL1    51    CNT10F    SUB  CNT10F    CNT10F
0213  02010CL2 20N51    SAL01M    DIV  CNT01M    PRT01M   70H
0214  02020CL2 22N51    SAL02M    DIV  CNT02M    PRT02M   70H
0215  02030CL2 24N51    SAL03M    DIV  CNT03M    PRT03M   70H
0216  02040CL2 26N51    SAL04M    DIV  CNT04M    PRT04M   70H
0217  02050CL2 28N51    SAL05M    DIV  CNT05M    PRT05M   70H
0218  02060CL2 30N51    SAL06M    DIV  CNT06M    PRT06M   70H
0219  02070CL2 32N51    SAL07M    DIV  CNT07M    PRT07M   70H
0220  02080CL2 34N51    SAL08M    DIV  CNT08M    PRT08M   70H
0221  02090CL2 36N51    SAL09M    DIV  CNT09M    PRT09M   70H
0222  02100CL2 38N51    SAL10M    DIV  CNT10M    PRT10M   70H
0223        CL2N51                SETOF                     45
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0295  03190CL2N51        TOTEEM   ADD  SAL09F    TOTEEM   77
0296  03200CL2N51        TOTEEM   ADD  SAL10F    TOTEEM   44
0297        CL2N51       COUNTF   ADD  CNT01F    COUNTF
0298        CL2N51       COUNTF   ADD  CNT02F    COUNTF
0299        CL2N51       COUNTF   ADD  CNT03F    COUNTF
0300        CL2N51       COUNTF   ADD  CNT04F    COUNTF
0301        CL2N51       COUNTF   ADD  CNT05F    COUNTF
0302        CL2N51       COUNTF   ADD  CNT06F    COUNTF
0303        CL2N51       COUNTF   ADD  CNT07F    COUNTF
0304        CL2N51       COUNTF   ADD  CNT08F    COUNTF
0305        CL2N51       COUNTF   ADD  CNT09F    COUNTF
0306        CL2N51       COUNTF   ADD  CNT10F    COUNTF   44
0307        CL2N51 44    TOTEEM   DIV  COUNTF    TOTEEM
0308        CL2N51       COUNTF   SUB  COUNTF    COUNTF
0309  03010CL2   N51     SAL01F   SUB  SAL01F    SAL01F
0310  03020CL2   N51     SAL02F   SUB  SAL02F    SAL02F
0311  03030CL2   N51     SAL03F   SUB  SAL03F    SAL03F
0312  03040CL2   N51     SAL04F   SUB  SAL04F    SAL04F
0313  03050CL2   N51     SAL05F   SUB  SAL05F    SAL05F
0314  03060CL2   N51     SAL06F   SUB  SAL06F    SAL06F
0315  03070CL2   N51     SAL07F   SUB  SAL07F    SAL07F
0316  03080CL2   N51     SAL08F   SUB  SAL08F    SAL08F
0317  03090CL2   N51     SAL09F   SUB  SAL09F    SAL09F
0318  03100CL2   N51     SAL10F   SUB  SAL10F    SAL10F

0319  080100RPORT  H  102   1P
0320  080200         OR        OF
0321  080300                                      13 'DATE'
0322  080400                          UDATE Y     22
0323  080500                                      74 'TUSKEGEE INSTITUTE'
0324  080600                                     115 'PAGE'
0325  080700                          PAGE  Z    120
0326  080800         H  2      1P
0327  080900         OR        OF
0328  081000                                      68 'AUTOMATED AFFIRMATIVE AC'
0329  081100                                      86 'TION - MEAN SALARY'
0330  081200         H  1      1P
0331  081300         OR        OF
0332  081400                                       3 'JOB'
0333  081500                                      18 'ASIAN'
0334  081600                                      29 'BLACK'
0335  081700                                      42 'AMERICAN'
0336  081800                                      53 'CHICANO'
0337  081900                                      62 'OTHER'
0338  082000                                      73 'WHITE'
0339  082100                                      85 'FOREIGN'
0340  082200                                      95 'INDIA'
0341  082300                                     119 'REFUSE TO'
0342  082400                                     130 'TOTAL'
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0344  C001 1          H  2      12
0345  C2E2CC                                        6 'BLACK'
0346  160400                                      20 'AMERICAN'
0347  C20500                                      31 'AMERICAN'
0348  2C0600                                      41 'INDIAN'
0349  040700                                      53 'MEX/AMER'
0350  C40800                                      64 'AMERICAN'
0351  C40900                                      75 'AMERICAN'
0352  C41000                                       ? 'EMPLOYEES'
0353  C41100                                      87 'ASIANS'
0354  C41200                                     100 'EGYPTIANS'
0355  C41300                                     110 'INDICATE'
0356  C41400                                     132 'FAC/STAFF'
0357  C91510      D  1      L1
0358  091520                47                    12 '---FACULTY---'
0359  091530               N47                    12 '---STAFF---'
0360  091540      D  1      L2
0361  091550               N50      DESCR  R      24
0362  091560                50      HEGIS  R       9
0363  091570                50                    25 '- NC TITLE'
0364        D     TF 1      L1 51
0365        D               N49                   20 'NCT CODED'
0366  091700                49      RANKNM R      20
0367  091800     TF 1       L2N51
0368  091900     GR 1       L1 51
0369  091A00                                        7 'MALE'
0370  C62200                           PRT01M2R     20
0371  C70100                           PRT02M2R     31
0372  C70200                           PRT03M2R     42
0373  C70300                           PRT04M2R     53
0374  C70400                           PRT05M2R     64
0375  070500                           PRT06M2R     75
0376  C70600                           PRT07M2R     86
0377  C70700                           PRT08M2R     97
0378  C70800                           PRT09M2R    108
0379  070900                           PRT10M2R    119
0380  071000                           TOTMAL2R    132
0381  100800     TF 2       L2N51
0382  100900     GR 2       L1 51
0383  100900                                        8 'FEMALE'
0384 S071300                           PRT01F2R     20
0385  071400                           PRT02F2R     31
0386  071500                           PRT03F2R     42
0387  071600                           PRT04F2R     53
0388  071700                           PRT05F2R     64
0389  071800                           PRT06F2R     75
0390  071900                           PRT07F2R     86
0391  072000                           PRT08F2R     97
0392  072100                           PRT09F2R    108
0393  072200                           PRT10F2R    119
0394  072300                           TOTFEM2R    132


**
00NCT RANKED
01TEACHING ASST
02TEACHING ASSOC
03RESEARCH ASST
04RESEARCH ASSOC
```

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05LECTURER
06INSTRUCTOR
07ASST PROF
08ASSOC PROF
09PROFESSOR

SYSTEM OUTPUT SAMPLES

- Update Journal
- HEGIS Journal
- Reports 1 through 4

Update Exceptions Journal

Following is a sample of the Exceptions Journal, produced as a result of the operations of the Update program. This Journal indicates discrepancies found as the result of making comparisons among the Payroll Transactions, Budget Master, Old Staff/Faculty Master, Faculty/Staff Update, and HEGIS files.

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STAFF MASTER FILE MAINTENANCE
8/30/74

DEPT.	PAY #	NAME		F/S	REGIS T	RACE	SEX	COMMENTS
16620	72369	LLOIS	HALL					*ERR-PAID-IN PCT-NO DATA
72270	72374	GLORIA	WALTON					*ERR-PAID-IN PCT-NO DATA
47360	72385	POWELL	JAMES	F				*ERR-PAID-NO PCT-NO DATA
49080	72402	ARMSTRONG	JIMMY					*ERR-PAID-NO PCT-NO DATA
48550	72404	HENRY	ANNIE	C				*ERR-PAID-NO PCT-NO DATA
12163	72412	SHEPARD	VERNON	W	F	1101-07-70	A W	*ERR-NO PAY-IN BUDGET
49430	72413	SIMMONS	THOMAS	W				*ERR-PAID-NO PCT-NO DATA
12780	72418	WANDA	FRENCH					*ERR-NO PAY-IN PCT-NO DT
49220	72419	EVANS	JACQUELINE	F				*ERR-PAID-NO PCT-NO DATA
24181	72420	WHITE	EMMA	C				*ERR-PAID-NO PCT-NO DATA
12152	72427	WILLIE	HEMPRISTIAN					*ERR-PAID-IN PCT-NO DATA
11130	72451	ANDREWS	MARCIE	A				*ERR-PAID-NO PCT-NO DATA
12510	72452	CHRISTIAE	SHYATT					*ERR-PAID-IN PCT-NO DATA
11500	72457	SMITH	FLOYD					*ERR-PAID-NO PCT-NO DATA
11160	72461	TAMMANY III	ALBERT	S	S	0120-00-00	A W	*ERR-NO PAY-IN BUDGET
11540	72467	EMMA	MILES					*ERR-PAID-IN PCT-NO DATA
43100	72468	CHARLEYTASSEAPENGA		F				*ERR-PAID-NO PCT-NO DATA
48360	72470	MALONE	MYRNA	W				*ERR-PAID-NO PCT-NO DATA
49640	72469	ADAMS	LUCILLE					*ERR-PAID-NO PCT-NO DATA
49660	72471	JOHNSON	FORESTINE					*ERR-PAID-NO PCT-NO DATA
24020	72475	SHAIN	MARCIA	A				*ERR-PAID-NO PCT-NO DATA
24010	72476	SANFORD	MARY	A				*ERR-PAID-NO PCT-NO DATA
24040	72477	LARREAU	EVETTA	W				*ERR-PAID-NO PCT-NO DATA
48340	72480	GOMEZ	ROBIN	A				*ERR-PAID-NO PCT-NO DATA
43105	72450	BUCHANAN	CHRISTINE					*ERR-PAID-NO PCT-NO DATA
12640	72483	ANDERSON	SINCLAIR					*ERR-PAID-IN PCT-NO DATA
22100	72462	MARY	CURTIS					*ERR-PAID-IN PCT-NO DATA
46670	72500	MARCHER	MICHEL					*ERR-PAID-NO PCT-NO DATA
12350	72504	LAWRENCE	CARTER					*ERR-PAID-IN PCT-NO DATA
49220	72505	MITCHELL	MARCTHY	L				*ERR-PAID-NO PCT-NO DATA
46750	72508	ESTES	BOYCSON					*ERR-PAID-NO PCT-NO DATA
11120	72512	RICHARD	BETTY					*ERR-NO PAY-IN PCT-NO DT
16620	72520	FRED	PARSONS JR					*ERR-PAID-IN PCT-NO DATA
44340	72521	OWENS	FARRISON					*ERR-PAID-NO PCT-NO DATA
16530	72525	LEGGIS	THOMAS					*ERR-PAID-IN PCT-NO DATA
12440	72532	MILTON	JOYCE					*ERR-PAID-IN PCT-NO DATA
12360	72537	JUDITH	SCHROGGIS					*ERR-NO PAY-IN PCT-NO DT
12151	72541	MINNIE	EMMA					*ERR-PAID-NO PCT-NO DATA
47600	72545	HOLT	MARGARET					*ERR-PAID-NO PCT-NO DATA
16400	72546	THOMAS	HENRY					*ERR-PAID-IN PCT-NO DATA
43113	72547	LLOYD	JOHNNY					*ERR-PAID-NO PCT-NO DATA
43111	72543	FULLER	KENNETH					*ERR-PAID-NO PCT-NO DATA
24060	72540	SIVERS	EMMA					*ERR-PAID-NO PCT-NO DATA
12340	72551	SERFETTE	ROGER					*ERR-PAID-IN PCT-NO DATA
48850	72554	COOPERTHORS	THOMAS	G				*ERR-PAID-NO PCT-NO DATA
12141	72556	JARRETTE	STEFANIA	A	F	1002-02-00	A C	*ERR-NO PAY-IN BUDGET
12310	72558	CUTLAND	DEN					*ERR-PAID-NO PCT-NO DATA
43560	72561	LUNSFORD	KAREN					*ERR-PAID-NO PCT-NO DATA
24030	72572	WASHINGTON	LORETTA	I				*ERR-PAID-NO PCT-NO DATA
12540	72580	COWLES	MCCLAINE					*ERR-PAID-IN PCT-NO DATA
12760	72592	JACQUELYN	WHITT					*ERR-NO PAY-IN PCT-NO DT
42120	72584	ALLEN	HARRIET					*ERR-PAID-NO PCT-NO DATA
12320	72546	GRANT	JOANNE					*ERR-PAID-NO PCT-NO DATA

HEGIS Journal

Shown on the next page is a sample of the output of the HEGIS Journal, produced by formulation of the HEGIS file. This Journal shows all the HEGIS codes being used in operation of the Affirmative Action system.

JOB REFERENCE FILE MAINTENANCE
6/29/74

NUMBER	DESCRIPTION
0003	AUDI/-VISUAL
0005	BUILDING CONSTRUCTION
0006	BRICK MASONRY
0008	PREVENTIVE MAINT CRAFTS
0009	ELECTRICIAN
0012	ELECTRONICS COMM.
0018	HEAVY EQUIPMENT INSTRUCT
0021	NURSING ASSISTANT
0031	POSTAL CLERK
0032	RESEARCH ASST ASSOC
0033	RADIATION EQUIP TECH.
0034	RADIO-ELECTRONICS
0035	SHOEMAKING
0036	SWITCHBOARD OPR
0037	SHELTER MANAGEMENT
0038	TAILORING
0039	TREASURER
0050	PAINTER
0052	DRIVER UTILITY 3B
0053	LOCKSMITH
0054	SOIL ENZYMES
0055	APPLIED EPIDEMIOLOGY
0057	FORAGE-AG/SCI
0058	PROF SOIL PHYSICS
0060	INST LARGE ANIMAL CLINIC
0062	PLANT BREEDING
0063	RADIOLOGICAL HEALTH
0064	INDUSTRIAL COLLEGE
0065	INFRARED SPECTROSCOPY
0066	ISOTOPES
0068	SHOE MAKING
0069	PRINTING
0101	AGRICULTURE, GENERAL
0102	AGRONOMY
0103	SOIL SCIENCE
0104	ANIMAL SCIENCE
0105	DAIRY SCIENCES
0106	POULTRY SCIENCE
0107	WILDLIFE MANAGEMENT
0108	HORTICULTURE
0109	NURSERY SCIENCE
0110	AGRICULTURAL MANAGEMENT
0111	AGRICULTURAL ECONOMICS
0112	AGRICULTURAL BUSINESS
0113	FOOD SCIENCE
0114	FORESTRY
0115	NATURAL RESOURCES MAN.
0116	FORESTRY TECHNOLOGIES
0117	RANGE MANAGEMENT
0199	BIONUCLEARNICS
0201	ENVIRONMENTAL DESIGN
0202	ARCHITECTURE

Report 1. Shown on the next page is a sample of Report 1, one of the four major outputs of the system. This report gives a count, by department, of the number of employees by sex and by race or ethnic background in each job classification. Totals for minorities and women are also given.

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AUTOMATED AFFIRMATIVE ACTION - EMPLOYEE COUNT

JOB CLASSIFICATION		ASIAN AMER.	BLACK AMER.	AMER. INDIAN	SPAN/AM MEX/AM	OTHER AMER.	WHITE AMER.	FOREIGN END	INDIA INDIAN	EGYPT	REFUSE TO IND	TOTAL
DEPT. - PLANT OFFICE												
	MALE											
	FEMALE		1									1
* DEPT.	MALE											
* TOTALS	FEMALE		1									1
DEPT. - WEEK END												
---FACULTY---												
ELECTRICAL ENGINEERING												
ASSOC PROF	MALE									1		1
	FEMALE											
MECHANICAL ENGINEERING												
ASST PROF	MALE						1					1
	FEMALE											
ASSOC PROF	MALE		1				3					4
	FEMALE											
---STAFF---												
MAINTENANCE MECH AI												
	MALE		1									1
	FEMALE											
* DEPT.	MALE		2				4			1		7
* TOTALS	FEMALE											
DEPT. - ELEC ENG												
---STAFF---												
ELECTRICAL ENGINEERING												
	MALE						1					1
	FEMALE											
---FACULTY---												
ELECTRICAL ENGINEERING												
ASST PROF	MALE		1									1
	FEMALE											
ASSOC PROF	MALE		1					1				2
	FEMALE											
* DEPT.	MALE		2				1	1				4
* TOTALS	FEMALE											
DEPT. - COMPUTER CENT												
---STAFF---												
COM. SCIENCES, GENERAL												
	MALE											1
	FEMALE											
* DEPT.	MALE											
* TOTALS	FEMALE											1

Report 2. Shown on the following page is a sample of Report 2. This report gives, by department, the mean salary for each job classification by sex and by race or ethnic background.

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AUTOMATED AFFIRMATIVE ACTION - MEAN SALARY

JOB CLASS	ASIAN AMERICAN	BLACK AMERICAN	AMERICAN INDIAN	CHICANO MEX/AMER	OTHER AMERICAN	WHITE AMERICAN	FOREIGN EMPLOYEES	INDIA INDIANS	EGYPTIANS	REFUSE TO INDICATE	TOTAL FAC/STAFF
DEPT. - MECH ENG											
ASSOC PROF											
MALE		.276				.168					.945
FEMALE											
---STAFF---											
MAINTENANCE MECH AI											
MALE		.787									.787
FEMALE											
DEPT. - ELEC ENG											
---STAFF---											
ELECTRICAL ENGINEERING											
MALE						.588					.588
FEMALE											
---FACULTY---											
ELECTRICAL ENGINEERING											
ASST PROF											
MALE		.896									.896
FEMALE											
ASSOC PROF											
MALE		.542					.936				.249
FEMALE											
DEPT. - COMPUTER CENT											
---STAFF---											
COM. SCIENCES, GRADRAT											
MALE											
FEMALE											
DEPT. - NURSING EDUC											
---FACULTY---											
NURSING											
INSTRUCTOR											
MALE											
FEMALE		.929				.568					.133
ASST PROF											
MALE											
FEMALE		.276									.276
DEPT. - NUR KELLOGG											
---FACULTY---											
NURSING											
ASST PROF											
MALE											
FEMALE						.301					.301
LIBRARY SCIENCE, GRD.											
LECTURER											
MALE						.600					.600
FEMALE											

Report 3. Shown on the following page is a sample of Report 3. This report gives a count of the number of employees in each job classification, across department lines, by sex and by race or ethnic background. Summaries for minorities and for women are also given.

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JOB CLASSIFICATION		ASIAN AMER.	BLACK AMER.	AMER. INDIAN	CHICANO MEXICAN	OTHER AMER.	WHITE AMER.	FORGN PNP	INDIA INDIAN	EGYPT	REFUSE TO IND	TOTAL
ASSOC PROF	MALE		1				1					2
	FEMALE											
PROFESSOR	MALE						1					1
	FEMALE											
LANDSCAPE ARCHITECTURE												
ASSOC PROF	MALE		1									1
	FEMALE											
PLANT PHYSIOLOGY												
ASST PROF	MALE								1			1
	FEMALE											
PROFESSOR	MALE								1			1
	FEMALE											
PSYCHOLOGY, ANIMAL												
ASST PROF	MALE	1										1
	FEMALE											
ASSOC PROF	MALE		1									1
	FEMALE											
PROFESSOR	MALE		2									2
	FEMALE											
PHARMACOLOGY												
ASST PROF	MALE		1					1				2
	FEMALE											
PHYSIOLOGY												
ASST PROF	MALE											
	FEMALE		1									1
ASSOC PROF	MALE							1				1
	FEMALE											
PROFESSOR	MALE		1									1
	FEMALE											
MICROBIOLOGY												
ASST PROF	MALE		1									1
	FEMALE											
ASSOC PROF	MALE		1									1
	FEMALE						1					1
PROFESSOR	MALE		1					1				2
	FEMALE											
ANATOMY												
INSTRUCTOR	MALE		1									1
	FEMALE											

Report 4. Shown on the following page is a sample of Report 4. This report gives the mean salary for each job classification, across department lines, by sex and by race or ethnic background.

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AUTOMATED AFFIRMATIVE ACTION - MEAN SALARY

JOB CLASS	ASIAN AMERICAN	BLACK AMERICAN	AMERICAN INDIAN	CHICANO MEX/AMER	OTHER AMERICAN	WHITE AMERICAN	FOREIGN EMPLOYEES	INDIA INDIANS	EGYPTIANS	REFUSE TO INDICATE	TOTAL FAC/STAFF
ASST PROF											
MALE		.645				.100					.872
FEMALE						.184					.184
ASSOC PROF											
MALE						.750					.750
FEMALE											
POLITICAL SCIENCE											
INSTRUCTOR											
MALE											
FEMALE						.692					.692
SOCIOLOGY											
INSTRUCTOR											
MALE		.300									.300
FEMALE		.500									.500
ASSOC PROF											
MALE						.900					.900
FEMALE											
PROFESSOR											
MALE		.660									.660
FEMALE											
HUMANITIES											
PROFESSOR											
MALE											
FEMALE		.872									.872
COUNSELOR											
NOT RANKED											
MALE		.780									.780
FEMALE											
ASSOC PROF											
MALE											
FEMALE		.685									.685
V/P STUDENT AFFAIRS											
NOT RANKED											
MALE		.000									.000
FEMALE											
SPECIAL ASST STUDENT AFF											
NOT RANKED											
MALE		.025									.025
FEMALE											
DIRECTOR COLLEGE UNION											
INSTRUCTOR											
MALE											
FEMALE		.300									.300

FILE LAYOUTS AND DESCRIPTIONS

- Payroll Transactions
- Budget Master
- Staff/Faculty Update
- HEGIS Reference File
- Staff/Faculty Master

PAYROLL TRANSACTION FILE - "DEPTFILE"

The record layout for the Payroll Transaction File is displayed following.

The Payroll Transaction File is constructed monthly and contains at least one record for each employee of Tuskegee Institute being paid within the month. Staff employees are paid bi-weekly and the faculty are paid on the last day of each month. This pay schedule dictates the timing for the Affirmative Action System as the file indicates to the system the non-tenured employees actually considered to be a part of the Institute's active workforce.

SOURCE

Monthly Payroll System

WHERE USED

AAAØ2Ø - Update

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System 360 Record Layout Worksheet

INTERNATIONAL BUSINESS MACHINES CORPORATION

Record Name

APPLICATION

Page ___ of ___
Date

DEPT. 0	PAYROLL 0	Rec Code	LAST NAME	FIRST NAME	Initial	RATE OF PAY	GROSS	FEDERAL TAX	STATE TAX	Fed. Tax Code	State Tax Code	Delete

RETIRE AMOUNT	OASI	OVERTIME GROSS	OVERTIME HOURS	Pay Code	ON ACC GROSS	ON ACC FED. TAX	ON ACC STATE TAX	ON ACC RETIRE	ON ACC METRO	ON ACC BLUE CR.	ON ACC OASI

ON ACC NET PAY	REGULAR HOURS	REGULAR PAY NET PAY	OASI Code	NOT USED AT THIS TIME

Remarks

Where Used	
Input To	Output From

Recording Mode
Records per Block
Characters per Record
Label Records are
File Identification
Retention Cycle
Organization Type

Date	Revisions By

BUDGET MASTER - "BUD7475"

The record layout for the Budget Master File is shown following. This file is used in the Affirmative Action System as an indicator, by department, of the positions that have been budgeted for the 1974-75 academic year, whether or not they are filled.

From this file, the actual annual salary is extracted and placed into the Staff/Faculty Master File. To annualize the salary, the period (expressed in months) is divided into the stated salary and the result multiplied by 12.

An additional use of the Budget Master is made for faculty who are not receiving pay within the month. In this instance, a check is made to determine if the faculty member is tenured, in which case he is considered to be a part of the active workforce.

SOURCE

Budget System

WHERE USED

AAAØ2Ø - Update

BUD7475 DISK FILE LAYOUT

1-5	DEPT	N
6-8	OBCLS	"
9-11	LINE	"
12-12	RECODE	"
13-34	TITLE	A-N
35-42	TERM	A-N
43-48	AMOUNT	N
49-50	RANK	N
51-52	CLASS	N
53-58	SALARY	N
59-70	FIRST	A
71-71	INIT	A
72-83	LAST	A
84-88	PAYNO	N
89-94	TENURE	A-N
95-100	RQST	N
101-106	APPRV	N
107-107	CODE	A (DELETE CODE=D)

STAFF/FACULTY UPDATE

The record layout for the Staff/Faculty Update File is shown on the following pages. This file is used to add, change, or delete any part of the Staff/Faculty Master File.

The present Affirmative Action System requires that an entire card be completely entered to change any one field within that card.

The contents of each field are discussed at length in Appendix A.

SOURCE

Staff/Personnel Office

WHERE USED

AAAØ2Ø - Update

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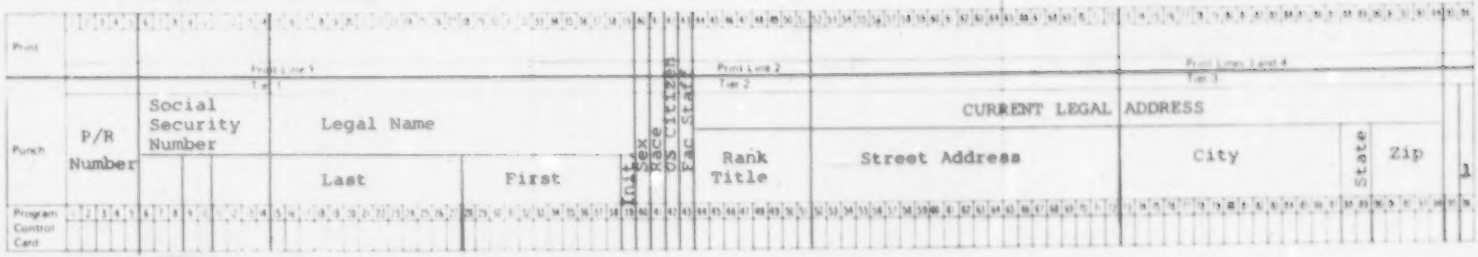
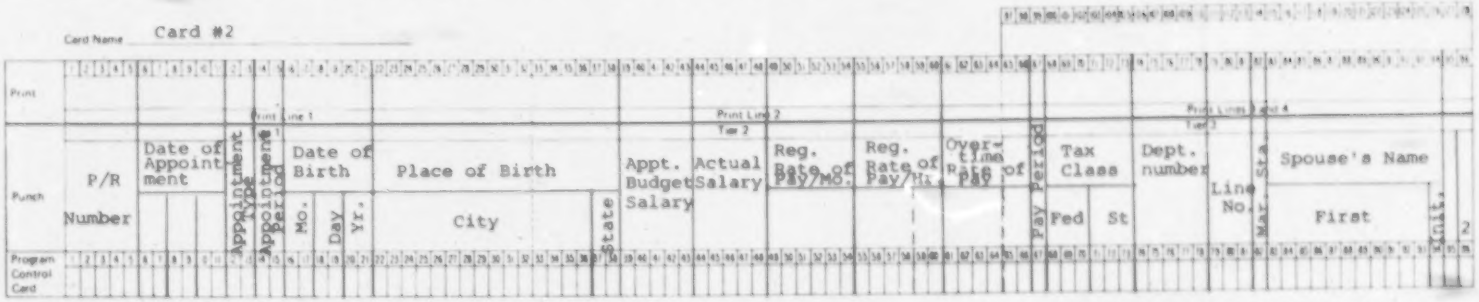
96 COLUMN CARD MULTIPLE LAYOUT FORM

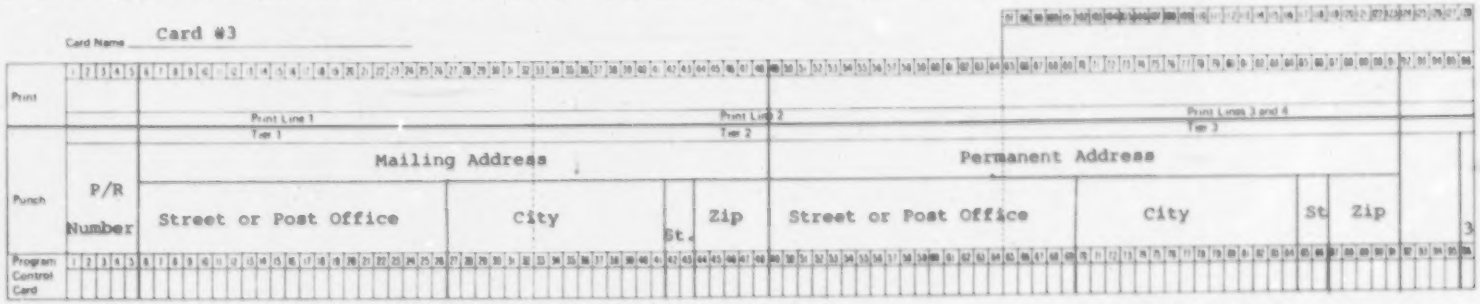
Card Name Card #1



Card Name Card #2



Card Name Card #3



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IBM

96 COLUMN CARD MULTIPLE LAYOUT FORM

Card Name Card #4

Print: Print Line 1 (Tier 1) | Print Line 2 (Tier 2) | Print Lines 3 and 4 (Tier 3)

Punch: P/R Number | Tenure Date (Mo. Day Year) | Insurance | Initial Employment Date (Mo. Day Year) | Previous Title | Prev. Salary | Personnel Action | Date of Action (Mo. Day Year) | Job | Family | No. of Dependents | Licenses | Military Status | Other Fringes (Type, amount, Date: mo. day yr.) | Sheltered | Monthly

Program Control Card

Card Name Card #5

Print: Print Line 1 (Tier 1) | Print Line 2 (Tier 2) | Print Lines 3 and 4 (Tier 3)

Punch: P/R Number | Name | Relation | Street-Post Office | City | St | Zip | Area Code | Telephone

Program Control Card

Card Name Card #6

Print: Print Line 1 (Tier 1) | Print Line 2 (Tier 2) | Print Lines 3 and 4 (Tier 3)

Punch: P/R Number | Manpower # | FTE | Manpower # | FTE | Manpower # | FTE | Manpower # | FTE | Higher Grade | Last School Attended: School Code, Date From (mo, yr), Date To (mo, yr), Degree

Program Control Card

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IBM

96 COLUMN CARD MULTIPLE LAYOUT FORM

Card Name Card #7

Print | Print Line 1 | Print Line 2 | Print Lines 3 and 4

Punch | Tier 1 | Tier 2 | Tier 3

P/R Number | Other School Attended #1: School Code, Date From (mo, yr), Date To (mo, yr), Deg | Other School Attended #2: School Code, Date From (mo, yr), Date To (mo, yr), Deg | Other School Attended #3: School Code, Date From (mo, yr), Date To (mo, yr), Deg | Campus Address: Bldg., Room, School Dept., Ext. | Last Year's Salary | Next Year's Salary | Separat. Date: mo., day, year | Specialty Field | 7

Program Control Card

Card Name Card #8

Print | Print Line 1 | Print Line 2 | Print Lines 3 and 4

Punch | Tier 1 | Tier 2 | Tier 3

P/R Number | Addition Contract #1: Dept #, Line #, Salary, Period, Fed. Tax Class, St. Tax Class | Additional Contract #2: Dept #, Line #, Salary, Period, Fed. Tax Class, St. Tax Class | Additional Contract #3: Dept #, Line #, Salary, Period, Fed. Tax Class, St. Tax Class | 8

Program Control Card

Card Name Card #9

Print | Print Line 1 | Print Line 2 | Print Lines 3 and 4

Punch | Tier 1 | Tier 2 | Tier 3

P/R Number | Additional Training and Skills | Professional and Honor Societies | 9

Program Control Card

HEGIS

The record layout for the HEGIS File is shown following. This file is used to validate the HEGIS classification contained in the Staff/Faculty Update File to ascertain whether the latter has been correctly coded. The HEGIS File also provides skill/discipline category descriptions for the four affirmative action reports output by the system.

SOURCE

Office of Operations and Analysis Research

AAAØ2Ø - Build HEGIS File

WHERE USED

AAAØ2Ø - Update

AAAØ3Ø-Ø4Ø - Report Programs

HEGIS FILE

1-2	"JR"
3-6	HEGIS Code
7-30	Description

STAFF/FACULTY MASTER

The record layout for the Staff/Faculty Master File is displayed following. The record is constructed to be a mirror image of the input cards (Staff/Master Update File), with both the card code and payroll number deleted and the spaces compressed. The content each field is discussed in Appendix A.

The record was designed to provide a comprehensive personnel file for Tuskegee Institute. At some later date, this file will be used as the master file in a personnel reporting system.

SOURCE

AAAØ3Ø - Update

WHERE USED

AAAØ3Ø - Update

REPORT 1-4

RECORD LAYOUT

STAFF/FACULTY MASTERS

BLOCKS	CONTENT
1-5	Payroll Number
6-14	Social Security Number
15-39	Legal Name
15-28	Last
29-38	First
39	Initial
40	Sex
41	Race
42	U. S. Citizen
43	Faculty/Staff
44-51	Rank, Title (HEGIS)
52-94	Current Local Address
52-72	Street Address
73-87	City
88-89	State
90-94	Zip Code
95-100	Date of Appointment
95-96	Month
97-98	Day
99-100	Year
101-102	Appointment Type
103-104	Appointment Period
105-110	Date of Birth

105-106	Month
107-108	Day
109-110	Year
111-125	City of Birth
126-127	State of Birth
128-132	Appointment Budget Salary
133-137	Actual Salary
138-143	Regular Rate of Monthly Pay
144-149	Regular Rate of Pay per Hour
150-155	Overtime Rate of Pay
156	Pay Period
157-162	Tax Class
157-159	Federal
160-162	State
163-167	Department Number
168-170	Line Number
171	Marital Status
172-183	Spouse's Name
172-182	First Name
183	Initial
184-226	Mailing Address
184-204	Street or Post Office
205-219	City
220-221	State
222-226	Zip Code
227-269	Permanent Address

227-247	Street or Post Office
248-262	City
263-264	State
265-269	Zip Code
270-275	Tenure Date
270-271	Month
272-273	Day
274-275	Year
276	Insurance
277-282	Initial Employment Date
277-278	Month
279-280	Day
281-282	Year
283-290	Previous Title
291-295	Previous Salary
296-297	Personnel Action
298-303	Date of Action
298-299	Month
300-301	Day
302-303	Year
304-305	Job Family
306-307	Number of Dependents
308-310	Licenses
311	Military Status
312	Exempt
313-322	Other Fringes
313	Type
314-316	Amount

317-318	Month
319-320	Day
321-322	Year
323-327	Shelter Amount
328-351	Name of Emergency Contact
352-359	Relationship of Emergency Contact
360-380	Street or Post Office Address
381-395	City
396-397	State
398-402	Zip Code
403-405	Area Code
406-412	Telephone Number
413-426	Manpower Number
427-429	FTE
430-443	Manpower Number
444-446	FTE
447-460	Manpower Number
461-463	FTE
464-465	Highest Grade Completed
466-471	School Code
472-475	Date From
472-473	Month
474-475	Year
476-479	Date To
476-477	Month
478-479	Year
480-482	Degree

483-499	Other School Attended Number 1
483-488	School Code
489-490	Date From (Month)
491-492	Date From (Year)
493-494	Date To (Month)
495-496	Date To (Year)
497-499	Degree
500-516	Other School Attended Number 2
500-505	School Code
506-507	Date From (Month)
508-509	Date From (Year)
510-511	Date To (Month)
512-513	Date To (Year)
514-516	Degree
517-533	Other School Attended Number 3
517-522	School Code
523-524	Date From (Month)
525-526	Date From (Year)
527-528	Date To (Month)
529-530	Date To (Year)
531-533	Degree
534-543	Campus Office Address
534-535	Building
536-538	Room
539-540	School or Department
541-543	Extension

544-548	Last Year's Salary
549-553	Next Year's Salary
554-559	Separation Date
554-555	Month
556-557	Day
558-559	Year
560-563	Specialty Field
564-583	Additional Contract Number 1
564-568	Department Number
569-571	Line Number
572-576	Salary
577	Period
578-580	Federal Tax Class
581-583	State Tax Class
584-603	Additional Contract Number 2
584-588	Department Number
589-591	Line Number
582-596	Salary
597	Period
598-600	Federal Tax Class
601-603	State Tax Class
604-623	Additional Contract Number 3
604-608	Department Number
609-611	Line Number
612-616	Salary
617	Period
618-620	Federal Tax Class
621-623	State Tax Class

624-663	Additional Training and Skills
664-707	Professional and Honor Societies
708	Status (A, I, D)

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DATA INPUT

This section includes the instruction and accompanying memorandum to the staff and faculty of the institution describing how and why the data is being collected for the new AAAS. The survey instrument, guidelines for completing the survey, the coding sheets to be completed by the data processing staff, and the keystroke format are all a part of this section.

OFFICE OF THE PRESIDENT
TUSKEGEE INSTITUTE
ALABAMA

March 6, 1973

TO: Vice Presidents
Deans
Directors
Secretaries

FROM: L. H. [illegible]ster, President

SUBJECT: Staff/Faculty Record Form

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1. The Office of Civil Rights (HEW) has ordered that all institutions receiving minimum Government subsidy conform to specifications that there is no practice of discrimination because of sex or minority status. Further, each must submit for approval an Affirmative Action Plan showing steps to be taken to comply with requirements. We have appointed a committee to research and evaluate Tuskegee Institute employment practices as they relate to sex and minority discrimination, establish future goals, and develop an Affirmative Action Plan, outlining the specific procedures necessary to attain the goals.

2. As you know, we constantly seek ways and means to improve our operations and achieve our goals without increasing the expenditures of resources. To facilitate this and better establish our capabilities to respond to requirements internally and externally, we are implementing a computer-based Management Information System.

3. An integral file to the system is a comprehensive data base on all personnel. Attached is a Staff/Faculty Input Record Form Supplement to be completed on each employee.

4. High priority must be given to accurately completing and returning the forms to Academic Affairs/Staff Personnel Office, as some of the information will be used by the Affirmative Action Committee to comply with deadline date imposed by the Federal Government. Therefore, all forms are to be completed and returned to Staff Personnel Office/Academic Affairs, as appropriate, by the cease of business, March 14, 1973.

LHF/abr
Enclosure

PLEASE PRINT ALL ENTRIES

LAURA B MCCRAY
OED TAYLOR
43870

71041

STAFF/FACULTY FORM (SUPPLEMENT)

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1. PAYROLL NUMBER 71041
2. SOCIAL SECURITY NUMBER 105-22-5633
3. LEGAL NAME McCray (LAST) Laura (FIRST) Buc (MIDDLE INITIAL)
4. SEX--MALE, (FEMALE) (CIRCLE ONE)
5. RACE (ETHNIC ORIGIN) Negro
6. UNITED STATES CITIZEN? (YES,) NO (CIRCLE ONE)
7. (FACULTY) OR STAFF (CIRCLE ONE)
8. CURRENT LOCAL ADDRESS (PHYSICAL ADDRESS OF QUARTERS) 1003 Washington Avenue Tuskegee Institute, Alabama 36088
9. MONTH, DAY & YEAR OF BIRTH October 19, 1908
10. MARITAL STATUS--SINGLE, (MARRIED,) WIDOW, SEPARTED, DIVORCED (CIRCLE ONE)
11. MAILING ADDRESS IF DIFFERENT FROM CURRENT LOCAL ADDRESS
12. PERMANENT ADDRESS (HOME OF RECORD) 1003 Washington Avenue Tuskegee Institute Alabama 36088
13. DATE OF TENURE (FACULTY ONLY)
14. BLUE CROSS/BLUE SHIELD--YES, (NO) (CIRCLE ONE)
15. DATE OF FIRST EMPLOYMENT CONTRACT WITH TUSKEGEE INSTITUTE May 1932 (MONTH, DAY, YEAR)
16. TITLE OF PREVIOUS POSITION WITH TUSKEGEE INSTITUTE E.G., INSTRUCTOR, ELECTRICIAN'S HELPER, ETC. Area Coordinator - Residence Life
17. NUMBER OF DEPENDENTS None
18. LIST ANY LICENSES, CERTIFICATES SUCH AS MD, RN, CERTIFIED EXECUTIVE HOUSEKEEPER ETC. None
19. MILITARY STATUS (NOT APPLICABLE; NON-VET, ACTIVE RESERVE OR NATIONAL GUARD; INACTIVE RESERVE; DISCHARGED VET; RETIRED; ACTIVE DUTY) (CIRCLE APPROPRIATE ONE)
20. ARE YOU OR ANY MEMBER OF YOUR FAMILY USING TUITION BENEFITS? YES, (NO) (CIRCLE ONE)

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21. LAST NAME, FIRST NAME, MIDDLE INITIAL AND COMPLETE ADDRESS OF PERSON TO BE CONTACTED IN AN EMERGENCY. INCLUDE PHONE NUMBER WITH AREA CODE. ALSO RELATIONSHIP OF EMERGENCY CONTACT PERSON.

Mrs. William F. Johnson 110 Terry Street Tuskegee Inst., Ala 36088

Tuskegee contact 727-6717

Mrs. Sylvia Tuck Bryant 6 Cru, Ledge Lane Swarthmore, Pa. 19081 215 328-8108 Tel. number

22. "JOB PERFORMED" - IF YOU PERFORM MULTIPLE ASSIGNMENTS, WRITE THE FUNCTION PERFORMED AND THE PERCENT OF YOUR TIME USED TO PERFORM THE FUNCTION. FOR EXAMPLE; A PROFESSOR OF PHYSICAL EDUCATION SERVES AS CHAIRMAN OF THE HEALTH DEPARTMENT AND HEAD BASEBALL COACH WITH HIS TIME DIVIDED AS FOLLOWS:

JOB PERFORMED	FTE
PROF., PHY. ED.	60%
CHAIRMAN, HEALTH DEPT	25%
HEAD COACH, BASEBALL	15%
	100%

JOB PERFORMED	FTE
Vocational Instructor (Secretarial Science)	100%

23. LAST SCHOOL ATTENDED

PRINT NAME OF SCHOOL GRANTING HIGHEST DEGREE/DIPLOMA, STATE WHERE SCHOOL IS LOCATED AND TYPE OF DEGREE/DIPLOMA, AND DATES OF ATTENDANCE (MONTH & YEAR)

Tuskegee Institute -- Master of Education Social Studies 1959

24. OTHER SCHOOLS ATTENDED - (LIST BY DESCENDING DATES, E.G., 1970 BEFORE 1966)

SCHOOL NAME	STATE	DATE FROM	DATE TO	DEGREE/DIPLOMA
Atlanta University	Georgia	Summer	1962	Credit
Southern University	Louisiana	Summer		Workshop
Indiana University	Indiana	Summer		Workshop
Appalachian University		Summer	In-Service 1970	Training

25. CAMPUS OFFICE ADDRESS: BUILDING ROOM SCHOOL/DEPARTMENT EXTENSION

Wilcox B Second Floor Education

26. SPECIALTY FIELD Personnel Services and MATHEMATICS, KEY PUNCH OPERATOR, PLUMBER, ETC., AS APPROPRIATE).

27. ADDITIONAL CONTRACTS

DEPARTMENT	LINE NUMBER	AMOUNT

27. CON'T

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2.

3.

28. ADDITIONAL TRAINING AND SKILLS (IF YOU ARE EMPLOYED AS A SECRETARY BUT ALSO HAVE BEEN TRAINED TO OPERATE COMPUTERS, RECORD IT BELOW).

Training and Experience in Student Personnel Services

29. PROFESSIONAL & HONOR SOCIETIES:

National Sorority of Phi Delta Kappa

Local, State and National Personnel Associations

SIGNATURE Laura Tuck McCray DATE March 13, 1973

GUIDELINES FOR COMPLETING STAFF/FACULTY RECORD FORM

PLEASE READ AND FOLLOW GUIDELINES BELOW. ITEMS BELOW PRECEDED BY "SA" ARE TO BE COMPLETED BY STAFF PERSONNEL OFFICE (SPO) OR ACADEMIC AFFAIRS (AA) AS APPROPRIATE. ALL OTHERS ARE TO BE COMPLETED BY THE INDIVIDUAL.

PAGE #1

CARD #1 - BLOCKS

1-5	ENTER 5 DIGIT PAYROLL NUMBER TAKEN FROM I.D. CARD.
6-14	ENTER SOCIAL SECURITY NUMBER FROM SOCIAL SECURITY CARD. (PLEASE CHECK & VERIFY ACCURATENESS OF THESE NUMBERS).
15-40	SELF-EXPLANATORY
42-43	" "
	RACE - ETHNIC ORIGIN.
SA 44-51	RANK, TITLE SUCH AS PROFESSOR, DIRECTOR, CARPENTER, ETC.
52-94	CURRENT LOCAL ADDRESS - PHYSICAL ADDRESS OF QUARTERS, E.G. 143 MAPLE DRIVE, TUSKEGEE, AL 36083.

CARD #2 - BLOCKS

SA 6-11	DATE OF CONTRACT (TO BE PROVIDED BY SPO OR AA).
SA 12-13	APPOINTMENT TYPE - FROM CONTRACT.
16-21	NUMERICAL MONTH, DAY, & YEAR.
22-38	CITY, TOWN, AND STATE.
SA 39-67	
SA 68-81	DATA PROCESSING CENTER WILL ASSIST.

CARD #3 - BLOCKS

6-48	IF DIFFERENT FROM CARD #1 "CURRENT LOCAL ADDRESS" COMPLETE, IF NOT, SKIP THIS.
49-91	PERMANENT ADDRESS - HOME OF RECORD.

PAGE #2

CARD #4 - BLOCKS

SA 6-11	TENURE: TO BE ENTERED BY AA & CHECKED W/INDIV. SUPERVISOR. IF DATE UNKNOWN ENTER "T" IN BLOCK #6.
12	BLUE X-BLUE SHIELD PARTICIPANT?
SA 13-15	DOLLAR AMOUNT SHELTERED FOR TIAA MONTHLY.
16-21	DATE OF FIRST EMPLOYMENT CONTRACT W/T.I.
22-29	TITLE OF PREVIOUS POSITION WITH T.I., E.G. INSTRUCTOR, ASST. PROF., ELECTRICIAN'S HELPER, ETC.
SA 30-34	TO BE PROVIDED FROM PREVIOU CONTRACT. PRINT TYPE OF PERSONNEL ACTION AS INDICATED.
SA 37-42	CURRENT JOB FAMILY - 1.0=EXECUTIVE, ADM., MANAGERIAL 2.0=INSTRUCTIONAL 3.0=PROFESSIONAL, RESEARCH, HEALTH, ETC. 4.0=TECHNICAL 5.0=OFFICE 6.0=CRAFTS & TRADES 7.0=SERVICE

45-46 SELF-EXPLANATORY

47-49 CODE AS FOLLOWS: MD=M1, RN=M2, LPN=M3, RD(ADA)=M4, CPS=M5, CPA=M6, REG. ENGR.=M7, REG. ARCH.=M8, CERT. ADM. MGR.=M9, CERT. DATA PROC.=M10, CERT. EXEC. HOUSEKEEPER=M11.

50 MILITARY STATUS CODES: NOT APPLICABLE=0, NON-VET.=1, ACTIVE RESERVE OR NATIONAL GUARD=2, INACTIVE RESERVE=3, DISCHARGED VET.=4, RETIRED=5, ACTIVE DUTY=6.

SA 51 CODED BY SPO

52 OTHER FRINGES: IF YOU OR ANY FAMILY MEMBER ARE USING TUITION BENEFITS, ENTER "1" IN BLOCK #52. IF NO ONE IS USING TUITION ENTER A "0".

SA 53-55 SPO WILL RECORD MET FOR PERSONS PARTICIPATING IN METROPLITAN INS.

SA 56-61 SPO WILL RECORD TIAA FOR PARTICIPANTS.

CARD #5 - BLOCKS

6-29 LAST NAME, FIRST NAME, & MIDDLE INITIAL OF PERSON TO BE CONTACTED IN AN EMERGENCY.

30-90 SELF-EXPLANATORY

CARD #6 -

"JOB PERFORMED" - IF YOU PERFORM MULTIPLE ASSIGNMENTS WRITE THE FUNCTION PERFORMED AND THE PERCENT OF YOUR TIME USED TO PERFORM THE FUNCTION. FOR EXAMPLE; A PROFESSOR OF PHYSICAL EDUCATION SERVES AS CHAIRMAN OF THE HEALTH DEPT. AND HEAD BASEBALL COACH WITH HIS TIME DIVIDED AS FOLLOWS:

JOB PERFORMED	FTE
PROF., PHY. ED.	60%
CHAIRMAN, HEALTH ED.	25%
HEAD COACH, BASEBALL	15%
	100%

*NOTE: SPO/AA WILL CODE THE JOBS &FTE IN THE SPACES TO THE LEFT OF APPLICANTS ENTRIES.

"LAST SCHOOL ATTENDED" - PRINT NAME OF THE INSTITUTION GRANTING HIGHEST DEGREE/DIPLOMA WITH DATES.

PAGE #3

CARD #7 - BLOCKS

"OTHER SCHOOLS ATTENDED" - LIST BY DESCENDING DATES; E.G. IF YOU ATTENDED "HOPALONG TECH" IN 1970 AND "U.R. UNIV." IN 1966 LIST "HOPALONG" FIRST.

COMPLETE CAMPUS ADDRESS SPACES

SA 67-82- SALARY INFO.

"SPECIALTY FIELD" - MATHEMATICS, KEY PUNCH OPER., PLUMBER, ETC. AS AS APPROPRIATE.

CARD #8

IF YOU HAVE MORE THAN ONE CONTRACT LIST THEM IN BLOCKS 6-18, 26-38, 46-58. HOWEVER, IF YOU HAVE ONLY ONE CONTRACT, IGNORE THIS CARD.

CARD #9

DO NOT RECORD INFORMATION REQUESTED IN THIS SPACE. PRINT ON REVERSE SIDE OF PAGE #3. ADDITIONAL TRAINING & SKILLS FOLLOWED BY PROFESSIONAL & HONOR SOCIETIES TO WHICH YOU BELONG. FOR EXAMPLE: IF YOU ARE EMPLOYED AS A SECRETARY BUT ALSO HAVE BEEN TRAINED TO OPERATE COMPUTERS RECORD IT HERE.

SIGN AND DATE THE FORM ON THE LINE INDICATED

Staff Faculty Update

The following three sheets comprise the source documents for all updates to the Staff/Faculty file. Following the source document are the corresponding card formats. When an update is made, only those cards on which revisions are necessary need be punched.

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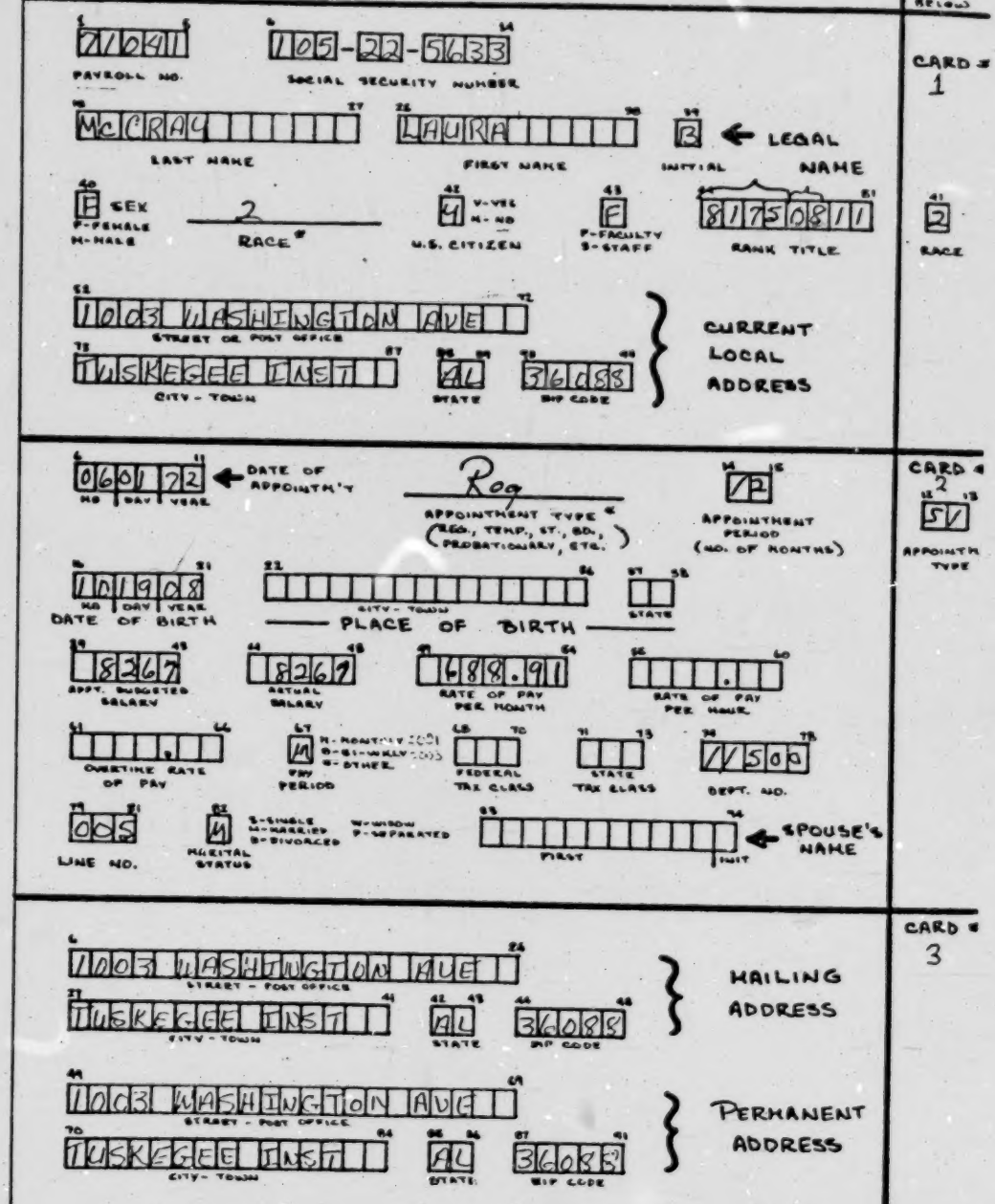
PLEASE PRINT ONE LETTER TO A SQUARE
SQUARE BETWEEN WORDS. ABBREVIATE AS
WITHIN THE ALLOTTED NUMBER OF SQUARES.

LAURA B MCCRAY
OED TAYLOR
43870

DO NOT WRITE IN THE SPACE BELOW



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CARD #

TENURE DATE | INSURANCE: M (Y-YES N-NO) | SHELTERED WORKSHOP MONTHLY | 05/01/32 ← INITIAL EMPLOYM'T DATE

PREVIOUS TITLE: 535006/3 | PREVIOUS SALARY

PERSONNEL ACTION RESULTING IN CURRENT TITLE (NEW HIRE, PROMOTION, TRANSFER, ETC.): Sal Inc | DATE OF ACTION: 06/01/73 | CURRENT JOB FAMILY: Admin

NO. OF DEPENDENTS: 00 | LICENSES (MD, RN, CPS, ETC): | MILITARY STATUS (RETIRED, DISCHARGED, ETC): | EXEMPT (Y-YES N-NO):

OTHER FRINGES — TYPE: 0 | AMOUNT: MET | DATE (MO/DAY/YEAR):

CARD #2

EMERGENCY CONTACT

NAME: Mrs William A Johnson | RELATIONSHIP:

STREET - POST OFFICE: 110 Perry Street

CITY - TOWN: Tuskegee Inst | STATE: AL | ZIP CODE: 36088 | AREA CODE / TELEPHONE: 205/727-0767

CARD #3

APPLICANT - DO NOT RECORD IN THIS SPACE!

MANPOWER NUMBERS	FTE
6781/75/12/0000	1.00

JOB PERFORMED	FTE (1.00 = FULL TIME, .50 = HALF TIME)
Gen Services/Alumni	100%

CIRCLE HIGHEST GRADE COMPLETED

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 (17) 18 19 20

HIGHEST GRADE: 17

LAST SCHOOL ATTENDED

TUSKEGEE INSTITUTE (SCHOOL NAME) — Alabama (STATE)

SCHOOL CODE:

DATES — FROM (MO/YEAR): | TO (MO/YEAR): 5/7 | DEGREE/DIPLOMA: MEd

OTHER SCHOOLS ATTENDED

SCHOOL NAME	STATE	DATE FROM	DATE TO	DEGREE - DIPLOMA
Atlanta University	GA		62	
Southern University	LA			
Indiana University	IN			

DO NOT WRITE IN THIS SPACE

SCHOOL CODES

CARD #

CAMPUS OFFICE ADDRESS *

Carnegie (12) — Education — 335

BUILDING — ROOM # — SCHOOL/DEPT — EXT.

LAST YEAR'S SALARY — NEXT YEAR'S SALARY — SEPARATION DATE (MO DAY YEAR) — Personnel Services — SPECIALTY FIELD *

CARD # 13 — BUILDING — ROOM — DS — SCH/DEPT — 335 — EXT.

0515 — SPECIALTY FIELD

ADDITIONAL CONTRACTS

CARD #

	DEPT.	LINE NO.	AMOUNT	PAY PERIOD	FEDERAL TAX CL.	STATE TAX CL.
#1						
#2						
#3						

CARD #

ADDITIONAL TRAINING & SKILLS

CONTINUE ON THIS LINE —

PROFESSIONAL & HONOR SOCIETIES

Phi Delta Psi

CONTINUE ON THIS LINE —

SIGNATURE — DATE

CODED BY

ASTERISKED ENTRIES ARE TO BE KEYED FROM CODED DATA ADJACENT TO THEM OR IN THE FAR RIGHT COLUMN.

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SYSTEM OPERATING INSTRUCTIONS

–System Development Schedule
–Operator Control Instruction to System

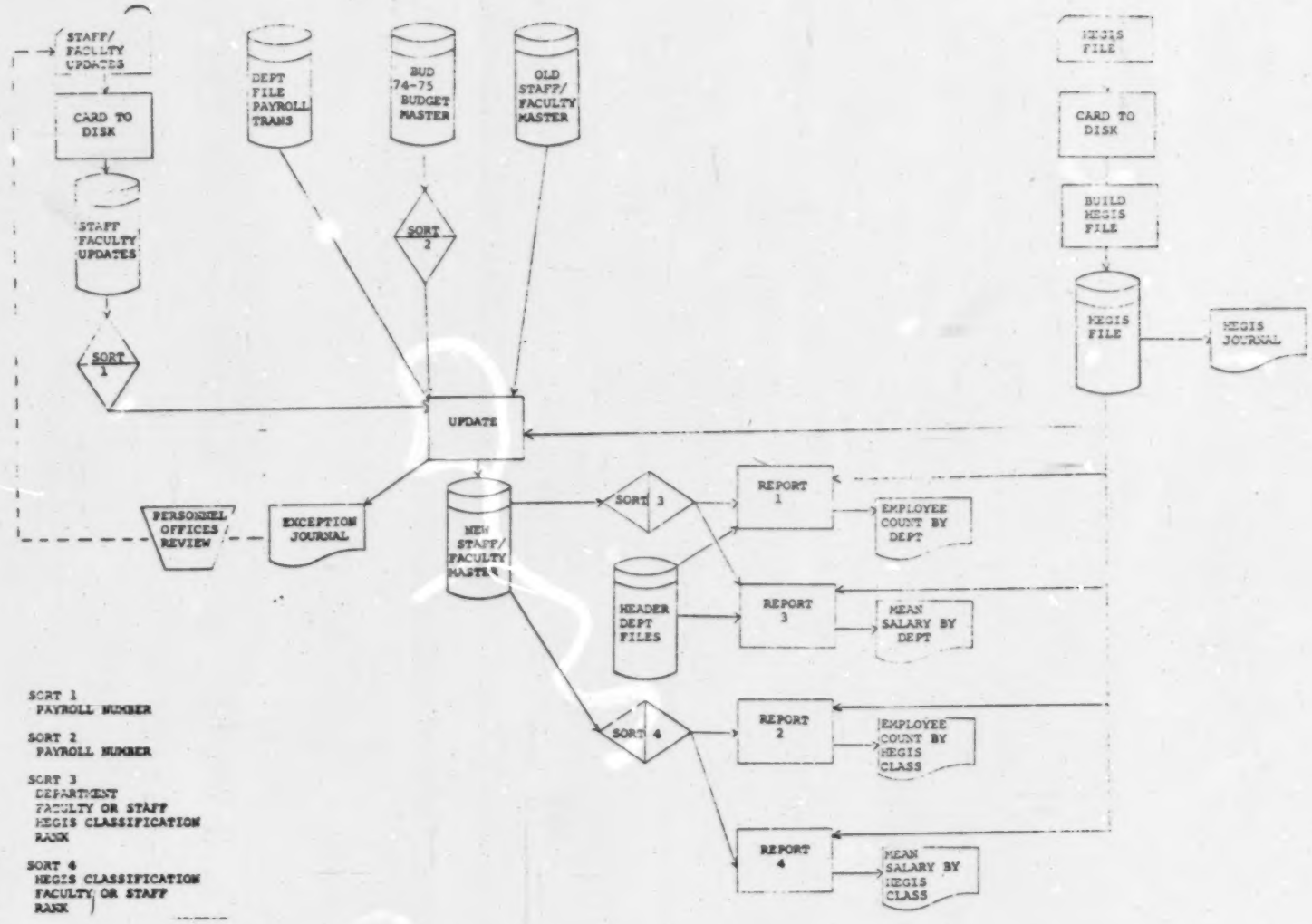

FIG. 1 SYSTEM FLOWCHART

System Development Schedule

Procedure	Sequence	Program Name and Function	Program Call	Input Files			Output Files			Reports			
				Name	Source	Unit	Name	Unit	Ret.	Name	Form Size	No. of Parts	Dist.
Build HEGIS File	1	Load HEGIS File Cards	AAA010		Data Control	D1	JRTEMP	D1	T				
	2	Sort by HEGIS No.	DSORT	JRTEMP	AAA010	D1	JRTEMPA	D1	T				
	3	Build HEGIS File	AAA020	JRTEMPA	Sort 2	D1	JRFILE	D1	T	Journal	14-7/8 x 11	2	1. OAR 2. Data Proc.
Update	4	Load Staff/ Fac. Updates	AAA030	SFDISK	Data Control	D1							
	5	Sort Payroll Trans. by Payroll No.	DSORT	DEPTFILE	Payroll System	D1	PRFILE	D1	T				
	6	Sort S/F Updates by Payroll No.	DSORT	MSTPERNL	AAA030	D1	SMFILE	D1	T				
	7	Sort Budget Master by Payroll No.	DSORT	BUD7475	Budget System	D1	BMFILE	D1	T				
	8	Update Staff/ Fac. Master	AAA040	SMFILE	AAA040	D1				Exception Journal	14-7/8 x 11	2	1. Pers. Off. 2. Data Proc.
				UPFILE	AAA030	D1							
				BMFILE	Sort 7	D1							
				PRFILE	Sort 6	D1							
				JRFILE	AAA020	D1							
Reports	9	Sort	DSORT	MSTPERNL	AAA030	D1	ADDROUT	D1	T				
	10	Report 1	REPRT1	ADDROUT JRFILE HEADER	Sort 9 AAA020 Payroll System	D1 D1				Employee Count	14-7/8 x 11	4	1. Data Proc. 2. OAR 3. Pers.
	11	Report 3	REPRT3	ADDROUT JRFILE HEADER	Sort 9 AAA020 Payroll System	D1				Mean Salary	14-7/8 x 11	4	4. AA Off. Same
	12	Sort	DSORT	MSTPERNL	AAA030	D1	ADDROUT	D1	T				
	13	Report 2	REPRT2	ADDROUT JRFILE	Sort 12 AAA020	D1 D1				Employee Count by HEGIS	14-7/8 x 11	4	Same
	14	Report 4	REPRT4	ADDROUT JRFILE	Sort 12 AAA020	D1 D1				Mean Salary by HEGIS	14-7/8 x 11	4	Same

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Operator Control Instruction to System

```
// LOAD $DELET,F1
// RUN
// SCRATCH PACK-UTILTY,UNIT-D1,LABEL-JRTEMP
// END
// LOAD AAAC10,R1
// FILE NAME-DISKOUT,UNIT-D1,PACK-UTILTY,LABEL-JRTEMP,RECORDS-2000,RETAIN-T
// RUN
/*
// LOAD $DSORT,F1
// FILE NAME-INPUT,UNIT-D1,PACK-UTILTY,LABEL-JRTEMP,RETAIN-S
// FILE NAME-OUTPUT,UNIT-D1,PACK-UTILTY,LABEL-JRTEMPA,RECORDS-2000,RETAIN-T
// RUN
     HSORTR      4A          1X  96
     ENC    1   4                          NUMBER
     EDC    1  96                          DATA
/*
// LOAD AAA020,R1
// SWITCH 00000000
// FILE NAME-DISKIN,UNIT-D1,PACK-UTILTY,LABEL-JRTEMPA,RETAIN-S
// FILE NAME-DISKOUT,UNIT-D1,PACK-UTILTY,LABEL-JRFILE,RECORDS-2000,RETAIN-T
// RUN
// LOAD AAA030,F1
// FILE NAME-SEQDISK,UNIT-D1,PACK-UTILTY,LABEL-SEQDISK,RECORDS-5000,RETAIN-T
// RUN
// LOAD $DSORT,F1
// FILE NAME-INPUT,UNIT-D1,PACK-UTILTY,LABEL-OLDFILE
// FILE NAME-OUTPUT,UNIT-D1,PACK-UTILTY,LABEL-PRFILE,RECORDS-5000,RETAIN-T
// RUN
     HSORTR      5A          1X 192
     ENC    6  10                          PAYNO
     EDC    1 192                          DATA
/*
// LOAD $DSORT,F1
// FILE NAME-INPUT,UNIT-D1,PACK-UTILTY,LABEL-MSTPERNL
// FILE NAME-OUTPUT,UNIT-D1,PACK-UTILTY,LABEL-SMFILE,RECORDS-500C,RETAIN-T
// RUN
     HSORTR      5A          0X1024
     ENC    1   5                          PAYNO
     EDC    1 200
     EDC  201 400
     EDC  401 600
     EDC  601 800
     EDC 8011024
/*
// LOAD $DSORT,F1
// FILE NAME-INPUT,UNIT-D1,PACK-UTILTY,LABEL-RUD7475
// FILE NAME-OUTPUT,UNIT-D1,PACK-UTILTY,LABEL-PMFILE,RECORDS-500C,RETAIN-T
// RUN
     HSORTR      5A          1X 107
     ENC   84  88                          PAYNO
     EDC    1 107                          DATA
/*
// LOAD AAA040,R1
// FILE NAME-SMFILE,UNIT-D1,PACK-UTILTY,RETAIN-T,LABEL-MSTPERNL
// FILE NAME-UPFILE,UNIT-D1,PACK-UTILTY,RETAIN-T
// FILE NAME-PMFILE,UNIT-D1,PACK-UTILTY,RETAIN-T
// FILE NAME-PRFILE,UNIT-D1,PACK-UTILTY,RETAIN-T
// FILE NAME-JRFILE,UNIT-D1,PACK-UTILTY,RETAIN-T
// RUN
/*
```

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```
*
*
*     [illegible] SORT IS A SORT TO SORT THE MASTER [illegible] FILE
*     IN SEQUENCE BY DEPT., FACULTY OR STAFF, [illegible]
*     [illegible] BY RANK.  WHEN THESE TWO RECORDS ARE [illegible]
*     [illegible] INCLUDED OR DELETED TO CREATE THE [illegible]
*     [illegible] PERSONNEL FILE IN THIS SEQUENCE.
*
*
// LOAD $DSORT,F1
// FILE NAME-INPUT,UNIT-D1,PACK-UTILITY,LABEL-MSTPERNL
// FILE NAME-OUTPUT,UNIT-D1,PACK-UTILITY,LABEL-ADDROUT,TRACKS-10,RETAIN-T
// RUN
     MSORTA     124          1
     END  [illegible] [illegible]                    DEPT
     END  43  43                                     FACSF
     END  44  47                                     HEGIS
     END  48  48                                     RANK
/*
// LOAD REPRT2,F1
// FILE NAME-ADDROUT,UNIT-D1,PACK-UTILITY
// FILE NAME-STAFFMST,UNIT-D1,PACK-UTILITY,LABEL-MSTPERNL
// FILE NAME-DEPFILE,UNIT-D1,PACK-UTILITY,LABEL-JDEPTLF
// FILE NAME-HEADER,UNIT-D1,PACK-UTILITY
// RUN
/*
*
*     DELETE ADDROUT FILE.
*
// LOAD $DELET,F1
// RUN
// REMOVE PACK-UTILITY,UNIT-D1,LABEL-ADDROUT
// END
*
*
*     THIS ADDROUT SORT SORTS THE MASTER PERSONNEL FILE IN SEQUENCE
*     BY FACULTY OR STAFF, HEGIS NUMBER AND RANK.
*
*
// LOAD $DSORT,F1
// FILE NAME-INPUT,UNIT-D1,PACK-UTILITY,LABEL-MSTPERNL
// FILE NAME-OUTPUT,UNIT-D1,PACK-UTILITY,LABEL-ADDROUT,TRACKS-10,RETAIN-T
// RUN
     MSORTA     79           1
     END  43  43                                     FACSF
     END  44  47                                     HEGIS
     END  48  48                                     RANK
/*
// LOAD REPRT2,F1
// FILE NAME-ADDROUT,UNIT-D1,PACK-UTILITY
// FILE NAME-STAFFMST,UNIT-D1,PACK-UTILITY,LABEL-MSTPERNL
// FILE NAME-DEPFILE,UNIT-D1,PACK-UTILITY,LABEL-JDEPTLF
// RUN
```

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```
/*
// LOAD REPRT4,D1
// FILE NAME=ADDRCHT,UNIT=D1,PACK=UTILTY
// FILE NAME=STATEMST,UNIT=D1,PACK=UTILTY,LABEL=STATEMNT
// FILE NAME=DEFFILE,UNIT=D1,PACK=UTILTY,LABEL=DEFFILE
// RUN
/*
```

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APPENDIX A

HEGIS File

Input to the HEGIS file will be provided by the Office of Operations Analysis and Research. The source document may be in any format, provided that the HEGIS code and description are apparent. The following card layout describes the format for keypunching.

IBM

INTERNATIONAL BUSINESS MACHINES CORPORATION

MULTIPLE-CARD LAYOUT FORM

Form X24-6597-0
Printed in U.S.A.

Company Tuskegee Institute

Application Automated Affirmative Action

by _____ Date July, 1974 Job No. _____ Sheet No. _____

HEGIS CODE	HEGIS DESCRIPTION
9999	9999999999999999999999999

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JOB REFERENCE FILE MAINTENANCE
4/20/76

NUMBER	DESCRIPTION
0003	AUDIO-VISUAL
0005	BUILDING CONSTRUCTION
0006	BRICK MASONRY
0008	PREVENTIVE MAINT CRAFTS
0009	ELECTRICIAN
0013	ELECTRONICS COMM.
0019	HEAVY EQUIPMENT INSTRUCT
0021	NURSING ASSISTANT
0031	POSTAL CLERK
0032	RESEARCH ASST ASSOC
0033	RADIATION EQUIP TECH.
0034	RADIO-ELECTRONICS
0035	SHOEMAKING
0036	SWITCHBOARD OPR
0037	SHELTER MANAGEMENT
0038	TAILORING
0039	TREASURER
0050	PAINTER
0052	DRIVER UTILITY 3R
0053	LOCKSMITH
0054	SOIL ENZYMES
0055	APPLIED EPIDEMIOLOGY
0057	FORAGE-AG/SCI
0058	PROF SOIL PHYSICS
0060	INST LARGE ANIMAL CLINIC
0062	PLANT BREEDING
0063	RADIOLOGICAL HEALTH
0064	INDUSTRIAL COLLEGE
0065	INFRARED SPECTROSCOPY
0066	ISOTOPES
0068	SHOE MAKING
0069	PRINTING
0101	AGRICULTURE, GENERAL
0102	AGRONOMY
0103	SOIL SCIENCE
0104	ANIMAL SCIENCE
0105	DAIRY SCIENCES
0106	POULTRY SCIENCE
0107	WILDLIFE MANAGEMENT
0108	HORTICULTURE
0109	NURSERY SCIENCE
0110	AGRICULTURAL MANAGEMENT
0111	AGRICULTURAL ECONOMICS
0112	AGRICULTURAL BUSINESS
0113	FOOD SCIENCE
0114	FORESTRY
0115	NATURAL RESOURCES MAN.
0116	FORESTRY TECHNOLOGIES
0117	RANGE MANAGEMENT
0199	AGNUCLEARNICS
0201	ENVIRONMENTAL DESIGN
0202	ARCHITECTURE

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JOB REFERENCE FILE MAINTENANCE
6/20/74

NUMBER	DESCRIPTION
0203	INTERIOR DESIGN
0204	LANDSCAPE ARCHITECTURE
0205	URBAN ARCHITECTURE
0206	CITY PLANNING
0301	ASIAN STUDIES, GENERAL
0302	EAST ASIAN STUDIES
0303	SOUTH ASIAN STUDIES
0304	SOUTHEAST ASIAN STUDIES
0305	AFRICAN STUDIES
0306	ISLAMIC STUDIES
0307	SLAVIC STUDIES
0308	LATIN AMERICAN STUDIES
0309	MIDDLE EASTERN STUDIES
0310	EUROP. STUDIES, GENERAL
0311	EASTERN EUROPEAN STUDIE
0312	WEST EUROPEAN STUDIES
0313	AMERICAN STUDIES
0314	PACIFIC AREA STUDIES
0401	BIOLOGY, GENERAL
0402	BOTANY, GENERAL
0403	BACTERIOLOGY
0404	PLANT PATHOLOGY
0405	PLANT PHARMACOLOGY
0406	PLANT PHYSIOLOGY
0407	ZOOLOGY, GENERAL
0408	PATHOLOGY, ANIMAL
0409	PHARMACOLOGY
0410	PHYSIOLOGY
0411	MICROBIOLOGY
0412	ANATOMY
0413	HISTOLOGY
0414	BIOCHEMISTRY
0415	BIOPHYSICS
0416	MOLECULAR BIOLOGY
0417	CYTOLOGY
0418	MARINE BIOLOGY
0419	BIOSTATISTICS
0420	ECOLOGY
0421	ENTOMOLOGY
0422	GENETICS
0423	RADIOBIOLOGY
0424	NUTRITION, SCIENTIFIC
0425	NEUROSCIENCES
0426	TOXICOLOGY
0427	EMBRYOLOGY
0461	MICROBIOLOGY
0499	PARASITOLOGY
0501	BUSINESS, GENERAL
0502	ACCOUNTING
0503	BUS., STATISTICS
0504	FINANCE
0505	SECURITIES

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JOB REFERENCE FILE MAINTENANCE
8/20/76

NUMBER	DESCRIPTION
0505	BUSINESS ADMINISTRATION
0507	OPERATIONS RESEARCH
0508	HOTEL MANAGEMENT
0509	MARKETING
0510	PUBLIC UTILITIES
0511	REAL ESTATE
0512	INSURANCE
0513	INTERNATIONAL BUSINESS
0514	SECRETARIAL STUDIES
0515	PERSONNEL MANAGEMENT
0516	INDUSTRIAL RELATIONS
0517	BUS., ECONOMICS
0601	COMM., GENERAL
0602	JOURNALISM
0603	TELEVISION
0604	ADVERTISING
0605	COMMUNICATION MEDIA
0667	TAXIDERMY
0701	COM. SCIENCES, GENERAL
0702	INFORMATION SCIENCES
0703	DATA PROCESSING
0704	COMPUTER PROGRAMMING
0705	SYSTEMS ANALYSIS
0800	DEAN EDUCATION
0801	EDUCATION, GENERAL
0802	ELEMENTARY ED
0803	SECONDARY EDUCATION
0804	JR. HIGH SCHOOL EDU.
0805	SPECIAL EDUCATION
0806	JR. COLLEGE EDUCATION
0807	ADULT EDUCATION
0809	CO-OP E COORDINATOR/INST
0810	ED--MENTALLY RETARDED
0811	EDUCATION OF THE GIFTED
0812	EDUCATION OF THE DEAF
0813	ED--CULT DISADVANTAGED
0814	ED--VISUALLY HANDICAP.
0815	SPEECH CORRECTION
0816	ED--EMOT. DISTURBED
0817	REMEDIAL EDUCATION
0818	SPECIAL LEARNING DISAB.
0819	ED--PHYSICALLY HANDICAP
0820	ED--MULTIPLE HANDICAP.
0821	PHILOSOPHY OF EDUCATION
0822	ED--PSYCHOLOGY
0823	PRE-ELEM. EDUCATION
0824	ED--STATISTICS
0825	ED--EVALUATION
0826	COUNSELING, EDUCATIONAL
0827	ADMINISTR.,EDUCATIONAL
0829	CURRICULUM
0830	READING EDUCATION

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SUB REFERENCE FILE MAINTENANCE
8/20/74

NUMBER	DESCRIPTION
0831	ART EDUCATION
0832	MUSIC EDUCATION
0834	SCIENCE EDUCATION
0835	PHYSICAL EDUCATION
0836	DRIVER EDUCATION
0837	HEALTH EDUCATION
0838	BUSINESS EDUCATION
0839	INDUSTRIAL EDUCATION
0899	INSTRUCTR AG ED
0900	DEAN ENGINEERING
0901	ENGINEERING, GENERAL
0902	AEROSPACE ENGINEERING
0903	AGRICULTURAL ENGINEER.
0904	ARCH. ENGINEERING
0905	BIOMEDICAL ENGINEERING
0906	CHEMICAL ENGINEERING
0907	PETROLEUM ENGINEERING
0908	CIVIL ENGINEERING
0909	ELECTRICAL ENGINEERING
0910	MECHANICAL ENGINEERING
0911	GEOLOGICAL ENGINEERING
0912	GEOPHYSICAL ENGINEERING
0913	INDUSTRIAL ENGINEERING
0914	METALLURGICAL ENGINEER.
0915	MATERIALS ENGINEERING
0916	CERAMIC ENGINEERING
0917	TEXTILE ENGINEERING
0918	MINERAL ENGINEERING
0919	ENGINEERING PHYSICS
0920	NUCLEAR ENGINEERING
0921	ENGINEERING MECHANICS
0922	ENVIRONM. ENGINEERING
0923	MARINE ENGINEERING
0924	OCEAN ENGINEERING
0925	ENGINEER. TECHNOLOGIES
1001	FINE ARTS, GENERAL
1002	ART
1003	ART APPRECIATION
1004	MUSIC, THEORY
1005	MUSIC LIB. ARTS PROGRAM
1006	MUSIC APPRECIATION
1007	DRAMATIC ARTS
1008	DANCES
1009	COMMERCIAL ART
1010	CINEMATOGRAPHY
1011	PHOTOGRAPHY
1101	MODERN LANGUAGES
1102	FRENCH
1103	GERMAN
1104	ITALIAN
1105	SPANISH
1106	RUSSIAN

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JOB REFERENCE FILE MAINTENANCE
5/20/74

NUMBER	DESCRIPTION
1107	CHINESE
1108	JAPANESE
1109	LATIN
1110	GREEK, CLASSICAL
1111	HEBREW
1112	ARABIC
1113	INDIAN ASIATIC
1114	SCANDINAVIAN LANGUAGES
1115	SLAVIC LANGUAGES
1116	AFRIC. LANG. NON-SEMI.
1199	VIETNAMESE
1201	HEALTH PROFESSIONS, GEN
1202	HOSPITAL ADMINISTRATION
1203	NURSING
1204	DEN.,D.C.S. OR D.M.D.
1205	DENTAL SPECIALTIES
1206	MEDICINE, M.D. DEGREE
1207	MEDICAL SPECIALTIES
1208	OCCUPATIONAL THERAPY
1209	OPTOMETRY
1210	OSTEOPATHIC MEDICINE
1211	PHARMACY
1212	PHYSICAL THERAPY
1213	DENTAL HYGIENE
1214	PUBLIC HEALTH
1215	MEDICAL RECORD TECH.
1216	PODIATRY
1217	BIOMEDICAL COMMUNICATIO
1218	VETERINARY MEDICINE
1219	VET MED SPECIALTIES
1220	SPEECH PATHOLOGY
1221	CHIROPRACTIC
1222	CLINICAL SOCIAL WORK
1223	MEDICAL LABORATORY TECH
1224	DENTAL TECHNOLOGIES
1225	RADIOLOGIC TECHNOLOGIES
1301	HOME ECONOMICS, GENERAL
1302	HOME DEMONSTRATION
1303	CLOTHING
1304	HOME MANAGEMENT
1305	FAMILY RELATIONS
1306	DIETETICS
1307	INSTITUTION MGMT
1401	LAW, GENERAL
1501	ENGLISH, GENERAL
1502	ENGLISH, LITERATURE
1503	COMPARATIVE LITERATURE
1504	CALSSICS
1505	PHILOLOGY
1506	SPEECH
1507	CREATIVE WRITING
1508	ENG. AS A FOREIGN LANG.

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JOB REFERENCE FILE MAINTENANCE
6/20/74

NUMBER	DESCRIPTION
1500	PHILOSOPHY
1510	RELIGIOUS STUDIES
1601	LIBRARY SCIENCE, GEN.
1650	LIBRARY GEN
1660	LIBRARY PRODUCTION
1670	LIBRARY SPEC. COLLECT.
1701	MATHEMATICS, GENERAL
1702	MATHEMATICS, STATISTICS
1703	MATHEMATICS, APPLIED
1801	MILITARY SCIENCE
1802	NAVAL SCIENCE
1803	AEROSPACE SCIENCE
1901	PHYSICAL SCIENCES, GEN.
1902	PHYSICS, GENERAL
1903	MOLECULAR PHYSICS
1904	NUCLEAR PHYSICS
1905	CHEMISTRY, GENERAL
1907	ORGANIC CHEMISTRY
1908	PHYSICAL CHEMISTRY
1909	ANALYTICAL CHEMISTRY
1910	PHARM. CHEMISTRY
1911	ASTRONOMY
1912	ASTROPHYSICS
1913	METEOROLOGY
1914	GEOLOGY
1915	GEOCHEMISTRY
1916	SEISMOLOGY
1917	EARTH SCIENCES, GENERAL
1918	PALEONTOLOGY
1919	OCEANOGRAPHY
1920	METALLURGY
2001	PSYCHOLOGY, GENERAL
2002	EXPERIMENTAL PSYCHOLOGY
2003	CLINICAL PSYCHOLOGY
2004	PSYCHOLOGY FOR COUNSEL.
2005	SOCIAL PSYCHOLOGY
2006	PSYCHOMETRICS
2007	STATISTICS IN PSYCHOLOG
2008	INDUSTRIAL PSYCHOLOGY
2009	DEVELOP. PSYCHOLOGY
2010	PHYSIOLOGICAL PSYCHOLOG
2101	COMM. SERV., GENERAL
2102	PUBLIC ADMINISTRATION
2103	RECREATION MANAGEMENT
2104	SOCIAL WORK
2105	LAW ENFORCEMENT
2106	INTER. PUBLIC SERVICE
2201	SOCIAL STUDIES
2202	ANTHROPOLOGY
2203	ARCHEOLOGY
2204	ECONOMICS
2205	HISTORY

JOB REFERENCE FILE MAINTENANCE
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NUMBER	DESCRIPTION
2205	GEOGRAPHY
2207	POLITICAL SCIENCE
2208	SOCIOLOGY
2209	CRIMINOLOGY
2210	INTER. RELATIONS
2211	AFRO-AMERICAN STUDIES
2212	AMER. IND. CULTURAL STU
2213	MEX-AMER CULTURAL STUD.
2214	URBAN STUDIES
2215	DEMOGRAPHY
2301	THEOLOGICAL PROFESSIONS
2302	RELIGIOUS MUSIC
2303	BIBLICAL LANGUAGES
2304	CHAPLAIN
3700	ASST ADMINISTRATION
4901	LIBERAL ARTS & SCIENCES
4902	BIOLOGICAL SCIENCES
4903	HUMANITIES
4904	ENGINEERING--DISCIPLINE
5000	CLERICAL SHORTHAND
5001	BUSINESS TECH. GENERAL
5002	ACCOUNTING TECHNOLOGIES
5003	FINANCE TECHNOLOGIES
5004	PERSONNEL MANAGE. TECH.
5005	SECRETARY/STENO
5006	COSMETOLOGIST
5007	PHOTOGRAPHY TECH.
5008	BROADCASTING TECH.
5009	PRINTING TECH.
5010	HOTEL MANAGE. TECH.
5011	TRANSPORTATION TECH.
5012	GRAPHIC ARTS TECH.
5101	D.P. TECH. GENERAL
5102	KEY PUNCH OPERATOR TECH
5103	COMP. PROGRAMMER TECH.
5104	COMPUTER OPERATOR TECH.
5105	D.P. EQUIP. TECH.
5199	CONTROL CLERK
5201	HEALTH SER. ASSIST TECH
5202	DENTAL ASSIST. TECH.
5204	DENTAL LAB. TECH.
5205	MED. LAB. ASSIST. TECH.
5206	ANIMAL LAB. ASSIST. TEC
5207	RADIOLOGIC TECH.
5208	NURSING R.N. PREP.
5209	NURSE, LPN OR PRAC.
5210	OCCUPAT. THERAPY TECH.
5211	SURGICAL TECH.
5212	OPHTHALMIC TECH.
5213	MED. RECORD TECH.
5214	MEDICAL ASSIST TECH.
5215	INHALATION THERAPY TECH

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JC3 REFERENCE FILE MAINTENANCE
5/29/74

NUMBER	DESCRIPTION
5215	PSYCHIATRIC TECH.
5217	ELECTRO DIAGNOSTIC TECH
5218	REST HOME MANAGE. TECH.
5219	PHYSICAL THERAPY TECH.
5301	ENGINEER. TECH. GENERAL
5302	AIRCRAFT ELECTRONIC REP
5303	ENGINEERING GRAPHICS
5304	ARCH. DRAFTING TECH.
5305	CHEMICAL TECH.
5306	AUTOMOTIVE TECHNOLOGIES
5307	DIESEL TECHNOLOGIES
5308	WELDING TECH.
5309	SURVEYING TECH.
5310	ELECT. & MACHINE TECH.
5311	ELECTROMECHANICAL TECH.
5312	INDUSTRIAL TECH.
5313	TEXTILE TECH.
5314	INSTRUMENTATION TECH.
5315	MECHANICAL TECH.
5316	NUCLEAR TECHNOLOGIES
5317	CONSTRUCTION TECH.
5350	COUNSELOR
5370	COUNSELOR TEST & PLACEME
5401	NAT. SCIENCE TECH.
5402	HORTICULTURE TECH.
5403	WILDLIFE TECH.
5404	FOODS SERVICE TECH.
5405	HOME ECON. TECH.
5406	MARINE TECH.
5407	LABORATORY TECH.
5408	ENVIRON. HEALTH TECH.
5460	ASST FIN AID WK STDY CRE
5470	FINANCIAL AID ASST
5502	BIBLE STUDY
5503	EDUCATION TECH.
5504	LIBRARY ASSIST. TECH.
5505	LAW ENFORCEMENT TECH.
5506	RECREATION TECH.
5507	FIRE CONTROL TECH.
5508	PUBLIC ADMINIST. TECH.
6830	READING EDUCATION
7100	V/P STUDENT AFFAIRS
7110	SPECIAL ASST STUDENT AFF
7140	DIRECTOR COLLEGE UNION
7206	FOOTBALL
7215	SWIMMING INSTR
7310	MANAGER SNACK BAR 5I
7330	BLDG SVC WORKER 3A
7331	HOUSING COORDINATOR
7340	CLERK 2H
7390	BAKER HEAD 4C
7391	COOKS HELPER 2C

JOB REFERENCE FILE MAINTENANCE
8/29/74

NUMBER	DESCRIPTION
7399	DISH MACHINE OPR - PE
7399	BUSMAN KITCHEN - PE
8110	PRESIDENT
8120	DIRECTOR OF CAR
8140	V/P BUSINESS AFFAIRS
8160	DIR OF DATA PROCESSING
8170	SUPERVISOR OF SECURITY
8171	FIRE/SAFETY OFFICER
8175	EXECUTIVE DIRECTOR ALUMN
8180	FEDERAL RELATIONS OFFICE
8185	V/P DEVELOPMENT
9210	ACCOUNTANT
8220	DIRECTOR OF ADMISSIONS
8230	STAFF PERSONNEL OFFICE
8240	PURCHASING AGENT
8260	MAINTENANCE MECH - AI
8300	DIRECTOR PHYSICAL PLANT
8310	STATION ENGINEER
8320	BUILDING MAINT
8330	GROUNDSMAN
8337	ATHEMATICS, EDUCATION
8340	CUSTODIAN
9200	STORES CLERK
9401	DEPT HEAD COSIP-D
9402	DEAN ARTS/SCIENCES
9601	DIR OF AUXILIARY ENTERPR
9650	DEAN SPECIAL PROGRAM